

**AGENDA OF A REGULAR MEETING - NATIONAL CITY CITY COUNCIL/
COMMUNITY DEVELOPMENT COMMISSION – HOUSING AUTHORITY OF
THE CITY OF NATIONAL CITY**



**COUNCIL CHAMBERS
CIVIC CENTER
1243 NATIONAL CITY BOULEVARD
NATIONAL CITY, CALIFORNIA
TUESDAY, NOVEMBER 15, 2016 – 6:00 PM**

RON MORRISON
Mayor

JERRY CANO
Vice Mayor

ALBERT MENDIVIL
Councilmember

MONA RIOS
Councilmember

ALEJANDRA SOTELO-SOLIS
Councilmember

ORDER OF BUSINESS: Public sessions of all Regular Meetings of the City Council / Community Development Commission - Housing Authority (hereafter referred to as Elected Body) begin at 6:00 p.m. on the first and third Tuesday of each month. Public Hearings begin at 6:00 p.m. unless otherwise noted. Closed Sessions begin at 5:00 p.m. or such other time as noted. If a workshop is scheduled, the subject and time of the workshop will appear on the agenda. The Mayor and Council members also sit as the Chairperson and Members of the Board of the Community Development Commission (CDC).

REPORTS: All open session agenda items and reports as well as all documents and writings distributed to the Elected Body less than 72 hours prior to the meeting, are available for review at the entry to the Council Chambers. Regular Meetings of the Elected Body are webcast and archived on the City's website **www.nationalcityca.gov**.

PUBLIC COMMENTS: Prior to the Business portion of the agenda, the Elected Body will receive public comments regarding any matters within the jurisdiction of the City and/or the Community Development Commission. Members of the public may also address any item on the agenda at the time the item is considered by the Elected Body. Persons who wish to address the Elected Body are requested to fill out a "Request to Speak" form available at the entrance to the City Council Chambers, and turn in the completed form to the City Clerk. The Mayor or Chairperson will separately call for testimony of those persons who have turned in a "Request to Speak" form. If you wish to speak, please step to the podium at the appropriate time and state your name and address (optional) for the record. The time limit established for public testimony is three minutes per speaker unless a different time limit is announced. Speakers are encouraged to be brief. The Mayor or Chairperson may limit the length of comments due to the number of persons wishing to speak or if comments become repetitious or irrelevant.

**1243 National City Blvd.
National City
619-336-4240**

**Meeting agendas and
minutes available on web**

WWW.NATIONALCITYCA.GOV

WRITTEN AGENDA: With limited exceptions, the Elected Body may take action only upon items appearing on the written agenda. Items not appearing on the agenda must be brought back on a subsequent agenda unless they are of a demonstrated emergency or urgent nature, and the need to take action on such items arose after the agenda was posted.

CONSENT CALENDAR: Consent calendar items involve matters which are of a routine or noncontroversial nature. All consent items are adopted by approval of a single motion by the City Council. Prior to such approval, any item may be removed from the consent portion of

the agenda and separately considered, upon request of a Councilmember, a staff member, or a member of the public.

Upon request, this agenda can be made available in appropriate alternative formats to persons with a disability in compliance with the Americans with Disabilities Act. Please contact the City Clerk's Office at (619) 336-4228 to request a disability-related modification or accommodation. Notification 24-hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Spanish audio interpretation is provided during Elected Body Meetings. Audio headphones are available in the lobby at the beginning of the meeting.

Audio interpretación en español se proporciona durante sesiones del Consejo Municipal. Los audífonos están disponibles en el pasillo al principio de la junta.

COUNCIL REQUESTS THAT ALL CELL PHONES AND PAGERS BE TURNED OFF DURING CITY COUNCIL MEETINGS.

OPEN TO THE PUBLIC

A. CITY COUNCIL

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

PUBLIC COMMENTS (THREE-MINUTE TIME LIMIT)

PROCLAMATIONS

AWARDS AND RECOGNITIONS

1. [Institute of Transportation Engineers \(ITE\) San Diego Section 2015-2016 Small Project of the Year Award: "D" Avenue & 12th Street Roundabout \(Engineering/Public Works\)](#)

PRESENTATIONS

2. [Introduction of New Employees: Alynn Sun, Junior Engineer-Civil, Carla E. Hutchinson, Junior Engineer-Civil, John Saour, Management Information Systems Technician II, and Shannon Bullock, Recreation Center Supervisor.](#)

INTERVIEWS / APPOINTMENTS

3. [Appointment of the City of National City District Sales Tax Proposition D Independent Committee. \(City Manager\)](#)

CONSENT CALENDAR

4. [Motion of the City Council of the City of National City approving the waiving of the reading of the text of the Ordinances considered at this meeting and providing that such Ordinances shall be introduced and/or adopted after a reading of the title only. \(City Clerk\)](#)
5. [Resolution of the City Council of the City of National City authorizing the appropriation of \\$5,000 from the General Fund fund balance for a synthetic ice skating rink at the annual City sponsored Christmas Tree Lighting event. \(Community Services\)](#)
6. [Resolution of the City Council of the City of National City, 1\) authorizing the Mayor to execute Program Supplement Agreement No. F012 with the](#)

- State of California Department of Transportation for the 18th Street Bicycle Enhancements Project to allow for reimbursement of up to \$213,556 in eligible project expenditures through the Highway Safety Improvement Program (HSIP), and 2) establishing appropriation of revenues and expenditures (no local match required). (Engineering/Public Works)
7. Resolution of the City Council of the City of National City authorizing: 1) installation of 20 feet of red curb "No Parking" on the west side of E Avenue, north of the alley and 10 feet of red curb "No Parking" on the west side of E Avenue, south of the alley to enhance visibility and access; and 2) installation of two "No Parking" in Alley signs (TSC No. 2016-11). (Engineering/Public Works)
 8. Resolution of the City Council of the City of National City authorizing the installation of "Keep Clear" pavement markings with Do Not Block Driveway signs on southbound Tidelands Avenue in front of both driveways to Port of San Diego General Services located at 1400 Tidelands Avenue to improve ingress and egress during weekday morning peak traffic periods (TSC No. 2016-15). (Engineering/Public Works)
 9. Resolution of the City Council of the City of National City authorizing the installation of a blue curb handicap parking space with sign in front of the residence at 2028 Wilson Avenue (TSC No. 2016-14). (Engineering/Public Works)
 10. Resolution of the City Council of the City of National City authorizing the installation of a blue curb handicap parking space with sign in front of the residence at 614 Highland Avenue (TSC No. 2016-13). (Engineering/Public Works)
 11. Resolution of the City Council of the City of National City deleting City Council Policies 504 - Mile of Cars Banners, 505 - Street Banner Program; Policy 701 - Stop Sign Installation, 702 - Pedestrian Crosswalk Installation, 706 - Street Light Policy, 708 - Speed Hump Installation, 709 Installation of Dusk to Dawn Lights; and Policy 903 - 50/50 Curb, Gutter, Sidewalk and Retaining Wall Program. (City Manager)
 12. Resolution of the City Council of the City of National City authorizing the Mayor to execute an agreement with Chandler Asset Management, Inc. ("Chandler") for investment management and investment advisory services for a three-year term with two additional one-year options. (Finance)
 13. Warrant Register #15 for the period of 10/05/16 through 10/11/16 in the amount of \$1,678,692.56. (Finance)

14. [Warrant Register #16 for the period of 10/12/16 through 10/18/16 in the amount of \\$1,044,386.75. \(Finance\)](#)

PUBLIC HEARINGS

ORDINANCES FOR INTRODUCTION

ORDINANCES FOR ADOPTION

NON CONSENT RESOLUTIONS

15. [Resolution of the City Council of the City of National City authorizing the establishment of an appropriation in the amount of \\$184,881.61 from the Fire Fighting Apparatus expenditure account within the City's Vehicle Replacement Fund and waiving the bid process pursuant to National City Municipal Code Section 2.60.260 as a result of competitive bids solicited by the City of Riverside, where Firematic Manufacturing, was determined to be the lowest responsive, responsible bidder, and was awarded the bid for 2016 Ford F-550 Type #6 Patrol Pumper as part of the Squad Pilot Program for the National City Fire Department. \(Fire\)](#)

NEW BUSINESS

16. [Temporary Use Permit – Honor Ride San Diego sponsored by Ride 2 Recovery on December 3, 2016 from 8:00 a.m. to 2:00 p.m. with no waiver of fees. \(Neighborhood Services\)](#)
17. [Temporary Use Permit – A Kimball Christmas hosted by the Community Services Division from December 15, 2016 thru December 18, 2016 from 5 p.m. to 8 p.m. at Kimball Park. This is a City sponsored event under Policy No. 804. \(Neighborhood Services\)](#)

B. COMMUNITY DEVELOPMENT COMMISSION-HOUSING AUTHORITY

PUBLIC HEARINGS- HOUSING AUTHORITY

CONSENT RESOLUTIONS- HOUSING AUTHORITY

NON CONSENT RESOLUTIONS- HOUSING AUTHORITY

NEW BUSINESS- HOUSING AUTHORITY

C. REPORTS

STAFF REPORTS

18. [State of California minimum wage increase. \(Human Resources\)](#)

MAYOR AND CITY COUNCIL

19. [Accounting from organizations/individuals that the City of National City contributes financially to. \(Mayor Morrison\)](#)

CLOSED SESSION REPORT

ADJOURNMENT

Regular Meeting of the City Council and Community Development Commission - Housing Authority of the City of National City - Tuesday - December 6, 2016 - 6:00 p.m. - Council Chambers - National City, California.

City Council and Community Development Commission - Housing Authority of the City of National City Meeting Schedule for the Period January 3, 2017 through January 17, 2017:

January 03 - Dispense with Meeting - 6:00 pm
January 17 - Regular Meeting - 6:00 pm

The following page(s) contain the backup material for Agenda Item: Institute of Transportation Engineers (ITE) San Diego Section 2015-2016 Small Project of the Year Award: "D" Avenue & 12th Street Roundabout (Engineering/Public Works)

ITEM NO. _____

11/15/16

AWARDS & RECOGNITION

**Institute of Transportation Engineers (ITE) San Diego
Section 2015/2016 Small Project of the Year Award:**

**“D” Avenue & 12th Street Roundabout
(Engineering/Public Works)**

The following page(s) contain the backup material for Agenda Item: Introduction of New Employees: Alynn Sun, Junior Engineer-Civil, Carla E. Hutchinson, Junior Engineer-Civil, John Saour, Management Information Systems Technician II, and Shannon Bullock, Recreation Center Supervisor.

ITEM #
11/15/16

Introduction of New Employees:

Alynn Sun, Junior Engineer-Civil

Carla E. Hutchinson, Junior Engineer-Civil

John Saour, Management Information

Systems Technician II

Shannon Bullock, Recreation Center Supervisor

The following page(s) contain the backup material for Agenda Item: Appointment of the City of National City District Sales Tax Proposition D Independent Committee. (City Manager)

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: November 15, 2016

AGENDA ITEM NO. |

ITEM TITLE:

Appointment of the City of National City District Sales Tax "Proposition D" Independent Committee.

PREPARED BY: Stacey Stevenson

PHONE: 336-4308

EXPLANATION:

See attached explanation.

DEPARTMENT: City Manager

APPROVED BY:



FINANCIAL STATEMENT:

ACCOUNT NO.

There is no fiscal impact associated with this item.

APPROVED: _____ **Finance**

APPROVED: _____ **MIS**

ENVIRONMENTAL REVIEW:

This is not a project and, therefore, is not subject to environmental review.

ORDINANCE: INTRODUCTION: ☐ FINAL ADOPTION: ☐

STAFF RECOMMENDATION:

BOARD / COMMISSION RECOMMENDATION:

N/A

ATTACHMENTS:

Explanation

EXPLANATION

The purpose of this staff item is to request the appointment of a three (3) person City of National City district sales tax independent committee.

On June 6, 2006, National City voters passed Proposition “D”, a one percent (1%) district sales and use tax for a period of ten (10) years. The tax, adopted by City Council Ordinance 2006-2278, took effect on October 1, 2006. The Proposition, as passed, included a provision requiring the Mayor, with the approval of the City Council, to appoint a three person independent committee of financial experts every five (5) years. The independent committee was convened in 2011 with the purpose of providing a recommendation to the Mayor and City Council on the future of the one percent sales tax. The committee was called upon to make one of three recommendations: continue the district sales tax at the rate of one percent (1%); reduce the rate of the district sales tax; or terminate the imposition of the district sales tax. On November 10, 2011, the independent committee concluded their work and issued a report recommending that the Mayor and City Council keep the district sales tax in effect at the full rate of one percent.

On November 4, 2014, National City voters passed a twenty (20) year extension of Proposition “D”. The voter approved extension, adopted by the City Council Ordinance 2014-2397, maintains the provision that every five (5) years the Mayor, with the approval of the City Council, will convene the independent committee. Based upon the original adoption year of the district sales tax, the current year, 2016, is a fifth (5th) year thus necessitating the appointment of the independent committee.

The following page(s) contain the backup material for Agenda Item: Motion of the City Council of the City of National City approving the waiving of the reading of the text of the Ordinances considered at this meeting and providing that such Ordinances shall be introduced and/or adopted after a reading of the title only. (City Clerk)

ITEM #
11-15-16

**MOTION OF THE CITY COUNCIL OF THE CITY OF NATIONAL CITY
APPROVING THE WAIVING OF THE READING OF THE TEXT OF THE
ORDINANCES CONSIDERED AT THIS MEETING AND PROVIDING
THAT SUCH ORDINANCES SHALL BE INTRODUCED AND/OR
ADOPTED AFTER A READING OF THE TITLE ONLY.**

(CITY CLERK)

The following page(s) contain the backup material for Agenda Item: Resolution of the City Council of the City of National City authorizing the appropriation of \$5,000 from the General Fund fund balance for a synthetic ice skating rink at the annual City sponsored Christmas Tree Lighting event. (Community Services)

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: November 15, 2016

AGENDA ITEM NO.

ITEM TITLE:

Resolution of the City Council of the City of National City authorizing the appropriation of \$5,000 from the General Fund fund balance for a synthetic ice skating rink at the annual City sponsored Christmas Tree Lighting event. (Community Services)

PREPARED BY: Audrey Denham

PHONE: 619-336-4243

DEPARTMENT: Community Services

APPROVED BY: 

EXPLANATION:

As directed at the October 18, 2016 City Council meeting staff is requesting an appropriation of \$5,000 to sponsor the synthetic ice skating rink during the City's annual Christmas Tree Lighting event. The National City Chamber of Commerce (Chamber) will coordinate the synthetic ice skating rink, which includes obtaining additional sponsors, coordinating logistics and providing security and staffing. The total cost of the skating rink is \$20,000, and the Chamber has committed to securing the additional funding through additional sponsorships. Therefore, the synthetic ice skating rink is contingent on the Chamber's ability to raise the additional funds. Although the goal is to offer the ice skating activity for four days the actual dates may be less dependent on the Chamber's fundraising efforts.

The appropriation of \$5,000 will be covered by General Fund fund balance and the City's sponsorship will be paid directly to the ice skating rink company. The use of the funds is contingent upon the City Council's approval of the Temporary Use Permit for the Christmas Tree Lighting event and associated activities including the ice skating rink.

FINANCIAL STATEMENT:

APPROVED:  **Finance**

ACCOUNT NO.

APPROVED: _____ **MIS**

Expenditure Account Number: 001-418-058-264-0000: \$5,000 (Promotional Activities)

ENVIRONMENTAL REVIEW:

This is not a project and, therefore, is not subject to environmental review.

ORDINANCE: INTRODUCTION: ☐ FINAL ADOPTION: ☐

STAFF RECOMMENDATION:

Adopt the resolution authorizing the appropriation of \$5,000 for a synthetic ice skating rink.

BOARD / COMMISSION RECOMMENDATION:

N/A

ATTACHMENTS:

RESOLUTION NO. 2016 –

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NATIONAL CITY
AUTHORIZING THE APPROPRIATION OF \$5,000 FROM THE GENERAL FUND
FUND BALANCE TO COMMUNITY SERVICES' PROMOTIONAL ACTIVITIES
ACCOUNT FOR A SYNTHETIC ICE SKATING RINK AT THE ANNUAL
CITY-SPONSORED CHRISTMAS TREE LIGHTING EVENT

WHEREAS, the City of National City will be sponsoring "A Kimball Christmas" event (formerly known as Christmas on Brick Row) from December 15-18, 2016; and

WHEREAS, the National City Chamber of Commerce desires to provide a synthetic ice skating rink, and be responsible for obtaining additional sponsors, coordinating logistics, and providing security and staffing; and

WHEREAS, the City has agreed to pay the ice skating rink company \$5,000 for the synthetic ice skating rink, which requires an appropriation from the General Fund fund balance to Community Services' Promotional Activities Account.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of National City hereby authorizes the appropriation of \$5,000 from the General Fund fund balance to Community Services' Promotional Activities Account for the payment of \$5,000 to the ice skating rink company for a synthetic ice skating rink at "A Kimball Christmas".

PASSED and ADOPTED this 15th day of November, 2016.

Ron Morrison, Mayor

ATTEST:

Michael R. Dalla, City Clerk

APPROVED AS TO FORM:

George H. Eiser, III
Interim City Attorney

The following page(s) contain the backup material for Agenda Item: Resolution of the City Council of the City of National City, 1) authorizing the Mayor to execute Program Supplement Agreement No. F012 with the State of California Department of Transportation for the 18th Street Bicycle Enhancements Project to allow for

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: November 15, 2016

AGENDA ITEM NO.

ITEM TITLE:

Resolution of the City Council of the City of National City, 1) authorizing the Mayor to execute Program Supplement Agreement No. F012 with the State of California Department of Transportation for the 18th Street Bicycle Enhancements Project to allow for reimbursement of up to \$213,556 in eligible project expenditures through the Highway Safety Improvement Program (HSIP), and 2) establishing appropriation of revenues and expenditures (no local match required).

PREPARED BY: Jose Lopez

PHONE: 619-336-4312

DEPARTMENT: Engineering & Public Works

APPROVED BY: _____

EXPLANATION:

See attached.



FINANCIAL STATEMENT:

ACCOUNT NO.

Revenue Account No. 296-06580-3498

Expenditure Account No. 296-409-500-598-6580 (18th Street HSIP)

APPROVED: _____

Finance

APPROVED: _____

MIS

ENVIRONMENTAL REVIEW:

N/A

ORDINANCE: INTRODUCTION: ☐ FINAL ADOPTION: ☐

STAFF RECOMMENDATION:

Adopt the Resolution.

BOARD / COMMISSION RECOMMENDATION:

N/A

ATTACHMENTS:

1. Explanation
2. Program Supplemental Agreement
3. Resolution

Explanation

On November 20, 2013, the California Department of Transportation (Caltrans) awarded a \$192,200 Highway Safety Improvement Program (HSIP) grant for the 18th Street Bicycle Enhancements Project. During the construction authorization process, Caltrans informed City staff that the project was eligible for \$21,356 in toll credits, bringing the total grant award to \$213,556. The State has allocated \$213,556 for construction. There is no local match requirement.

The project will provide the following enhancements:

- Installation of approximately .75 miles of Class II bike facilities (bike lane pavement markings with signage) from “D” Avenue to Palm Avenue
- Installation of 6 Bike Boxes
 - 2 – E. 18th Street and Highland Avenue
 - 2 – E. 18th Street and “L” Avenue
 - 2 – E. 18th Street and Palm Avenue
- Roadway rehab to ensure a smooth travel surface for bicyclists

City Council Resolution authorizing the Mayor to execute Program Supplement Agreement No. F012 to Administering Agency-State Master Agreement No. 11-5066F15 is required to allow for reimbursement of eligible project expenditures through the Federal HSIP.

DEPARTMENT OF TRANSPORTATION

Division of Local Assistance
1120 N STREET
P.O. BOX 942874, MS# 1
Sacramento, CA 94274-0001
TTY 711
(916) 654-3883
Fax (916) 654-2408



October 13, 2016

File : 11-SD-0-NATC

HSIPL-5066(031)

On East 18th St between D Ave
and Palm Ave

Mr. Stephen Manganiello
Director of Public Works
City of National City
1243 National City Boulevard
National City, CA 91950-4301

Dear Mr. Manganiello:

Enclosed are two originals of the Program Supplement Agreement No. 012-F to Administering Agency-State Agreement No. 11-5066F15 and an approved Finance Letter for the subject project. Please retain the signed Finance Letter for your records.


Please note that federal funding will be lost if you proceed with future phase(s) of the project prior to getting the "Authorization to Proceed" with that phase.

Please review the covenants and sign both copies of this Agreement and return both to this office, Office of Project Implementation - MS1 within 90 days from the receipt of this letter. If the signed Agreements are not received back in this office within 90 days, funds will be disencumbered and/or deobligated. Alterations should not be made to the agreement language or funding. ATTACH YOUR LOCAL AGENCY'S CERTIFIED AUTHORIZING RESOLUTION THAT CLEARLY IDENTIFIES THE PROJECT AND THE OFFICIAL AUTHORIZED TO EXECUTE THE AGREEMENT. A fully executed copy of the agreement will be returned to you upon ratification by Caltrans. No invoices for reimbursement can be processed until the agreement is fully executed.

The State budget authority supporting the encumbered funds is only available for liquidation up to specific deadlines. These deadlines are shown on the attached Finance letter as the "Reversion Date". Please ensure that your invoices are submitted at least 60 days prior to the reversion date to avoid any lapse of funds. If your agency is unable to seek reimbursement by this date you may request an extension through a Cooperative Work Agreement (CWA). A CWA is subject to the final approval of the State Department of Finance. If approved, the CWA may extend the deadline for up to two years.

Your prompt action is requested. If you have questions, please contact your District Local Assistance Engineer.

Sincerely,


JOHN HOOLE, Chief
Office of Project Implementation - South
Division of Local Assistance

Enclosure

c: DLA AE Project Files
(11) DLAE - Hanh-Dung Khuu

DEPARTMENT OF TRANSPORTATION
DIVISION OF ACCOUNTING
LOCAL PROGRAM ACCOUNTING BRANCH

FINANCE LETTER

Date: 10/10/2016
D_CO_RT: 11-SD-0-NATC
Project No: HSIPL-5066(031)
Adv Project Id: 1115000153
Period of Performance End Date: 03/30/2018
Agreement End Date: 12/30/2019

EA No:

Attention: City of National City

FINANCE ITEMS	PRO RATA OR LUMP SUM	TOTAL COST OF WORK	FEDERAL PART. COST	FED. REIMB %	FEDERAL FUNDS ZS30	LOCAL FUNDS	OTHER FUNDS (NON-PART.)
Agency Construction Engineering	Lump Sum	\$1,000.00	\$1,000.00	100.00%	\$1,000.00	\$0.00	\$0.00
<div> Contract Items: \$212,556 Supplemental Work: \$0 Contingencies: \$0 Total: \$212,556 </div>							
Construction	Lump Sum	\$212,556.00	\$212,556.00	100.00%	\$212,556.00	\$0.00	\$0.00
Totals:		\$213,556.00	\$213,556.00	0.00%	\$213,556.00	\$0.00	\$0.00

Participation Ratio: 100.00%

This Finance Letter was created based on specific financial information provided by the responsible local agency. The following encumbrance history is prepared by Local Assistance Accounting Office and is provided here for local agency's information and action.

Signature: _____

Title: HQ Sr. Engineer

For questions regarding finance letter, contact:

Printed Name : Nahed A. Abdin

Telephone No: (916) 653-7928

Remarks: RFA for CON. \$213,556 ZS30 HSIP funds. Includes \$21,356 in Toll Credits.
Cycle 6 HSIP ID #HSIP6-11-014. Agency FL dated 8/24/2016. Engineer's estimate (12-A) dated 8/23/2016. - cng 8/25/16

ACCOUNTING INFORMATION										HSIPL-5066(031)		Cooperative Work Agreement	
ADV. PROJECT ID	APPROP. UNIT	STATE PROG.	FED/STATE	ENCUMBRANCE AMOUNT	APPROP YEAR	EXPENDITURE AMOUNT	ENCUMBRANCE BALANCE	REVERSION DATE				APPROVED AMOUNT	EXPIRATION DATE
1115000153	16102F	2030010550	F	\$213,556.00	1516	\$0.00	\$213,556.00	06/30/21					

PROGRAM SUPPLEMENT NO. F012
to
ADMINISTERING AGENCY-STATE AGREEMENT
FOR FEDERAL-AID PROJECTS NO 11-5066F15

Adv Project ID **Date:** October 6, 2016
1115000153 **Location:** 11-SD-0-NATC
Project Number: HSIPL-5066(031)
E.A. Number:
Locode: 5066

This Program Supplement hereby adopts and incorporates the Administering Agency-State Agreement for Federal Aid which was entered into between the Administering Agency and the State on 07/11/16 and is subject to all the terms and conditions thereof. This Program Supplement is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. _____ approved by the Administering Agency on _____
(See copy attached).

The Administering Agency further stipulates that as a condition to the payment by the State of any funds derived from sources noted below obligated to this PROJECT, the Administering Agency accepts and will comply with the special covenants or remarks set forth on the following pages.

PROJECT LOCATION:

On East 18th St between D Ave and Palm Ave

TYPE OF WORK: Install bicycle lanes and bike boxes

LENGTH: 0.0(MILES)

Estimated Cost	Federal Funds		Matching Funds		
	ZS30	\$213,556.00	LOCAL		OTHER
\$213,556.00			\$0.00		\$0.00

CITY OF NATIONAL CITY

STATE OF CALIFORNIA

Department of Transportation

By RON MORRISON

Title MAYOR

Date _____

Attest MICHAEL DALLA, CITY CLERK

By _____
Chief, Office of Project Implementation
Division of Local Assistance

Date _____

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer 

Date 10/6/2016 \$213,556.00

Chapter	Statutes	Item	Year	Program	BC	Category	Fund Source	AMOUNT

Page 1 of 1

SPECIAL COVENANTS OR REMARKS

1. A. The ADMINISTERING AGENCY will advertise, award and administer this project in accordance with the current published Local Assistance Procedures Manual.

B. ADMINISTERING AGENCY agrees that it will only proceed with work authorized for specific phase(s) with an "Authorization to Proceed" and will not proceed with future phase(s) of this project prior to receiving an "Authorization to Proceed" from the STATE for that phase(s) unless no further State or Federal funds are needed for those future phase(s).

C. STATE and ADMINISTERING AGENCY agree that any additional funds which might be made available by future Federal obligations will be encumbered on this PROJECT by use of a STATE-approved "Authorization to Proceed" and Finance Letter. ADMINISTERING AGENCY agrees that Federal funds available for reimbursement will be limited to the amounts obligated by the Federal Highway Administration.

D. Award information shall be submitted by the ADMINISTERING AGENCY to the District Local Assistance Engineer within 60 days of project contract award and prior to the submittal of the ADMINISTERING AGENCY'S first invoice for the construction contract.

Failure to do so will cause a delay in the State processing invoices for the construction phase. Attention is directed to Section 15.7 "Award Package" of the Local Assistance Procedures Manual.

E. ADMINISTERING AGENCY agrees, as a minimum, to submit invoices at least once every six months commencing after the funds are encumbered for each phase by the execution of this Project Program Supplement Agreement, or by STATE's approval of an applicable Finance Letter. STATE reserves the right to suspend future authorizations/obligations for Federal aid projects, or encumbrances for State funded projects, as well as to suspend invoice payments for any on-going or future project by ADMINISTERING AGENCY if PROJECT costs have not been invoiced by ADMINISTERING AGENCY for a six-month period.

If no costs have been invoiced for a six-month period, ADMINISTERING AGENCY agrees to submit for each phase a written explanation of the absence of PROJECT activity along with target billing date and target billing amount.

ADMINISTERING AGENCY agrees to submit the final report documents that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of PROJECT completion. Failure of ADMINISTERING AGENCY to submit a "Final Report of Expenditures" within 180 days of PROJECT completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the current Local Assistance Procedures Manual.

F. Administering Agency shall not discriminate on the basis of race, religion, age, disability, color, national origin, or sex in the award and performance of any Federal-

SPECIAL COVENANTS OR REMARKS

assisted contract or in the administration of its DBE Program Implementation Agreement. The Administering Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of Federal-assisted contracts. The Administering Agency's DBE Implementation Agreement is incorporated by reference in this Agreement. Implementation of the DBE Implementation Agreement, including but not limited to timely reporting of DBE commitments and utilization, is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to the Administering Agency of its failure to carry out its DBE Implementation Agreement, the State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

G. Any State and Federal funds that may have been encumbered for this project are available for disbursement for limited periods of time. For each fund encumbrance the limited period is from the start of the fiscal year that the specific fund was appropriated within the State Budget Act to the applicable fund Reversion Date shown on the State approved project finance letter. Per Government Code Section 16304, all project funds not liquidated within these periods will revert unless an executed Cooperative Work Agreement extending these dates is requested by the ADMINISTERING AGENCY and approved by the California Department of Finance.

ADMINISTERING AGENCY should ensure that invoices are submitted to the District Local Assistance Engineer at least 75 days prior to the applicable fund Reversion Date to avoid the lapse of applicable funds. Pursuant to a directive from the State Controller's Office and the Department of Finance; in order for payment to be made, the last date the District Local Assistance Engineer can forward an invoice for payment to the Department's Local Programs Accounting Office for reimbursable work for funds that are going to revert at the end of a particular fiscal year is May 15th of the particular fiscal year. Notwithstanding the unliquidated sums of project specific State and Federal funding remaining and available to fund project work, any invoice for reimbursement involving applicable funds that is not received by the Department's Local Programs Accounting Office at least 45 days prior to the applicable fixed fund Reversion Date will not be paid. These unexpended funds will be irrevocably reverted by the Department's Division of Accounting on the applicable fund Reversion Date.

H. As a condition for receiving federal-aid highway funds for the PROJECT, the Administering Agency certifies that NO members of the elected board, council, or other key decision makers are on the Federal Government Exclusion List. Exclusions can be found at www.sam.gov.

2. A. ADMINISTERING AGENCY shall conform to all State statutes, regulations and procedures (including those set forth in the Local Assistance Procedures Manual and the Local Assistance Program Guidelines, hereafter collectively referred to as "LOCAL ASSISTANCE PROCEDURES") relating to the federal-aid program, all Title 23 Code of

SPECIAL COVENANTS OR REMARKS

Federal Regulation (CFR) and 2 CFR Part 200 federal requirements, and all applicable federal laws, regulations, and policy and procedural or instructional memoranda, unless otherwise specifically waived as designated in the executed project-specific PROGRAM SUPPLEMENT.

B. Invoices shall be submitted on ADMINISTERING AGENCY letterhead that includes the address of ADMINISTERING AGENCY and shall be formatted in accordance with LOCAL ASSISTANCE PROCEDURES.

C. ADMINISTERING AGENCY must have at least one copy of supporting backup documentation for costs incurred and claimed for reimbursement by ADMINISTERING AGENCY. ADMINISTERING AGENCY agrees to submit supporting backup documentation with invoices if requested by State. Acceptable backup documentation includes, but is not limited to, agency's progress payment to the contractors, copies of cancelled checks showing amounts made payable to vendors and contractors, and/or a computerized summary of PROJECT costs.

D. Indirect Cost Allocation Plan/Indirect Cost Rate Proposals (ICAP/ICRP), Central Service Cost Allocation Plans and related documentation are to be prepared and provided to STATE (Caltrans Audits & Investigations) for review and approval prior to ADMINISTERING AGENCY seeking reimbursement of indirect costs incurred within each fiscal year being claimed for State and federal reimbursement. ICAPs/ICRPs must be prepared in accordance with the requirements set forth in 2 CFR, Part 200, Chapter 5 of the Local Assistance Procedural Manual, and the ICAP/ICRP approval procedures established by STATE.

E. STATE will withhold the greater of either two (2) percent of the total of all federal funds encumbered for each PROGRAM SUPPLEMENT or \$40,000 until ADMINISTERING AGENCY submits the Final Report of Expenditures for each completed PROGRAM SUPPLEMENT PROJECT.

F. Payments to ADMINISTERING AGENCY for PROJECT-related travel and subsistence (per diem) expenses of ADMINISTERING AGENCY forces and its contractors and subcontractors claimed for reimbursement or as local match credit shall not exceed rates authorized to be paid rank and file STATE employees under current State Department of Personnel Administration (DPA) rules. If the rates invoiced by ADMINISTERING AGENCY are in excess of DPA rates, ADMINISTERING AGENCY is responsible for the cost difference, and any overpayments inadvertently paid by STATE shall be reimbursed to STATE by ADMINISTERING AGENCY on demand within thirty (30) days of such invoice.

G. ADMINISTERING AGENCY agrees to comply with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards.

H. ADMINISTERING AGENCY agrees, and will assure that its contractors and subcontractors will be obligated to agree, that Contract Cost Principles and Procedures,

SPECIAL COVENANTS OR REMARKS

48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual PROJECT cost items.

I. Every sub-recipient receiving PROJECT funds under this AGREEMENT shall comply with 2 CFR, Part 200, 23 CFR, 48 CFR Chapter 1, Part 31, Local Assistance Procedures, Public Contract Code (PCC) 10300-10334 (procurement of goods), PCC 10335-10381 (non-A&E services), and other applicable STATE and FEDERAL regulations.

J. Any PROJECT costs for which ADMINISTERING AGENCY has received payment or credit that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, 23 CFR, 48 CFR, Chapter 1, Part 31, and other applicable STATE and FEDERAL regulations, are subject to repayment by ADMINISTERING AGENCY to STATE.

K. STATE reserves the right to conduct technical and financial audits of PROJECT WORK and records and ADMINISTERING AGENCY agrees, and shall require its contractors and subcontractors to agree, to cooperate with STATE by making all appropriate and relevant PROJECT records available for audit and copying as required by the following paragraph:

ADMINISTERING AGENCY, ADMINISTERING AGENCY'S contractors and subcontractors, and STATE shall each maintain and make available for inspection and audit by STATE, the California State Auditor, or any duly authorized representative of STATE or the United States all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts and ADMINISTERING AGENCY shall furnish copies thereof if requested. All of the above referenced parties shall make such AGREEMENT, PROGRAM SUPPLEMENT, and contract materials available at their respective offices at all reasonable times during the entire PROJECT period and for three (3) years from the date of submission of the final expenditure report by the STATE to the FHWA.

L. ADMINISTERING AGENCY, its contractors and subcontractors shall establish and maintain a financial management system and records that properly accumulate and segregate reasonable, allowable, and allocable incurred PROJECT costs and matching funds by line item for the PROJECT. The financial management system of ADMINISTERING AGENCY, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles, enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices set to or paid by STATE.

M. ADMINISTERING AGENCY is required to have an audit in accordance with the Single Audit Act of 2 CFR 200 if it expends \$750,000 or more in Federal Funds in a single fiscal year of the Catalogue of Federal Domestic Assistance.

N. ADMINISTERING AGENCY agrees to include all PROGRAM SUPPLEMENTS adopting the terms of this AGREEMENT in the schedule of projects to be examined in

SPECIAL COVENANTS OR REMARKS

ADMINISTERING AGENCY's annual audit and in the schedule of projects to be examined under its single audit prepared in accordance with 2 CFR, Part 200.

O. ADMINISTERING AGENCY shall not award a non-A&E contract over \$5,000, construction contracts over \$10,000, or other contracts over \$25,000 [excluding professional service contracts of the type which are required to be procured in accordance with Government Code sections 4525 (d), (e) and (f)] on the basis of a noncompetitive negotiation for work to be performed under this AGREEMENT without the prior written approval of STATE. Contracts awarded by ADMINISTERING AGENCY, if intended as local match credit, must meet the requirements set forth in this AGREEMENT regarding local match funds.

P. Any subcontract entered into by ADMINISTERING AGENCY as a result of this AGREEMENT shall contain provisions B, C, F, H, I, K, and L under Section 2 of this agreement.

RESOLUTION NO. 2016 –

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NATIONAL CITY
AUTHORIZING THE MAYOR TO EXECUTE PROGRAM SUPPLEMENT
AGREEMENT NO. F012 WITH THE STATE OF CALIFORNIA DEPARTMENT
OF TRANSPORTATION TO ALLOW FOR REIMBURSEMENT OF UP TO
\$213,556 IN ELIGIBLE PROJECT EXPENDITURES FOR THE 18TH STREET
BICYCLE ENHANCEMENTS PROJECT THROUGH THE HIGHWAY SAFETY
IMPROVEMENT PROGRAM, AND AUTHORIZING THE ESTABLISHMENT OF
FUND APPROPRIATIONS AND A CORRESPONDING REVENUE BUDGET
(NO LOCAL MATCH REQUIRED)

WHEREAS, on November 20, 2013, the California Department of Transportation (“Caltrans”) awarded the City of National City a \$192,200 Highway Safety Improvement Program (“HSIP”) grant for the 18th Street Bicycle Enhancements Project (the “Project”); and

WHEREAS, during the construction authorization process, Caltrans informed the City that the Project was eligible for \$21,356 in toll credits, bringing the total grant award to \$213,556, which the State allocated for construction, with no local match requirement; and

WHEREAS, the Project will provide for the installation of approximately .75 miles of Class II bike facilities (bike lane pavement markings with signage) from “D” Avenue to Palm Avenue, the installation of 6 Bike Boxes, and roadway rehabilitation to ensure a smooth travel surface for bicyclists; and

WHEREAS, execution of Program Supplement Agreement No. F012 to Administering Agency-State Master Agreement No. 11-5066F15 is required to allow for reimbursement of eligible Project expenditures through the Federal HSIP.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of National City hereby authorizes the Mayor to execute Program Supplement Agreement No. F012 with the State of California Department of Transportation for reimbursable grant funds for eligible project expenditures of up to \$213,556 for the 18th Street Bicycle Enhancements Project through the Highway Safety Improvement Program.

BE IT FURTHER RESOLVED that the City Council authorizes the establishment of appropriations and a corresponding revenue budget for said grant funds.

PASSED and ADOPTED this 15th day of November, 2016.

Ron Morrison, Mayor

ATTEST:

APPROVED AS TO FORM:

Michael R. Dalla, City Clerk

George H. Eiser, III
Interim City Attorney

The following page(s) contain the backup material for Agenda Item: Resolution of the City Council of the City of National City authorizing: 1) installation of 20 feet of red curb "No Parking" on the west side of E Avenue, north of the alley and 10 feet of red curb "No Parking" on the west side of E Avenue, south of the a

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: November 15, 2016

AGENDA ITEM NO.

ITEM TITLE:

Resolution of the City Council of the City of National City authorizing: 1) installation of 20 feet of red curb "No Parking" on the west side of "E" Avenue, north of the alley and 10 feet of red curb "No Parking" on the west side of "E" Avenue, south of the alley to enhance visibility and access; and 2) installation of two "No Parking in Alley" signs (TSC No. 2016-11).

PREPARED BY: Luca Zappiello, Civil Engineering Tech

PHONE: 619-336-4360

DEPARTMENT: Engineering/Public Works

APPROVED BY: _____

EXPLANATION:

See attached.



FINANCIAL STATEMENT:

ACCOUNT NO.

N/A

APPROVED: _____ **Finance**

APPROVED: _____ **MIS**

ENVIRONMENTAL REVIEW:

N/A

ORDINANCE: ☐ **INTRODUCTION:** ☐ **FINAL ADOPTION:** ☐

STAFF RECOMMENDATION:

Adopt Resolution authorizing: 1) installation of red curb "No Parking" on the west side of "E" Avenue at the alley to enhance visibility and access; and 2) installation of two "No Parking in Alley" signs.

BOARD / COMMISSION RECOMMENDATION:

At their meeting on October 12, 2016, the Traffic Safety Committee unanimously approved the staff recommendation to install red curb "No Parking" on the west side of "E" Avenue at the alley and two "No Parking in Alley" signs.

ATTACHMENTS:

1. Explanation w/ Location Map
2. Staff Report to the Traffic Safety Committee on October 12, 2016 (TSC No. 2016-11)
3. Resolution

EXPLANATION

Mrs. Maria Casanova, resident of 1100 "E" Avenue, Apt. 3 has requested red curb "No Parking" on the west side of "E" Avenue at the alley to enhance visibility and access. Mrs. Casanova stated that she constantly encounters line-of-sight issues due to vehicles parked near the corner of "E" Avenue and the alley. Mrs. Casanova also stated that cars park in the alley making it difficult for emergency vehicles to access the homes. Lastly, Mrs. Casanova stated that some vehicles speed along "E" Avenue.

Staff visited the site and observed vehicles parked near the corner of the intersection of "E" Avenue and the alley. Staff confirmed it is difficult to see oncoming southbound and northbound traffic on "E" Avenue when attempting to exit the alley onto "E" Avenue, when vehicles are parked close to the intersection. Therefore, staff recommends installation of 20 feet of red curb "No Parking" on the west side of "E" Avenue, north of the alley and 10 feet of red curb "No Parking" on the west side of "E" Avenue, south of the alley, to enhance visibility and access.

The segment of "E" Avenue between Kimball Way and E. Plaza Boulevard has an approximate length of 700 feet with a prima facie speed limit of 25 mph. Due to the short length of this roadway segment and low traffic volumes, staff does not recommend implementation of traffic calming measures at this time.

Parking on public streets and alleys is regulated by the California Vehicle Code (CVC) and the National City Municipal Code. The CVC states, "Parking in alleys is prohibited, except for the purpose of actively unloading goods or passengers." Therefore, to make drivers aware of this prohibition and assist with enforcement, staff recommends installation of two "No Parking in Alley" signs, one for each entrance to the alley.

If approved by City Council, all work will be performed by City Public Works.

Location Map with Recommended Enhancements (TSC Item: 2016-11)



**NATIONAL CITY TRAFFIC SAFETY COMMITTEE
AGENDA REPORT FOR OCTOBER 12, 2016**

ITEM NO. 2016-11

ITEM TITLE: REQUEST TO INSTALL 20 FEET OF RED CURB "NO PARKING" ON THE WEST SIDE OF "E" AVENUE, NORTH OF THE ALLEY AND 10 FEET OF RED CURB "NO PARKING" ON THE WEST SIDE OF "E" AVENUE, SOUTH OF THE ALLEY TO ENHANCE VISIBILITY AND ACCESS ON "E" AVENUE AND INSTALL TWO (2) "NO PARKING IN THE ALLEY" SIGNS (BY M. CASANOVA)

PREPARED BY: Luca Zappiello, Civil Engineering Technician

DISCUSSION:

Mrs. Maria Casanova, resident of 1100 E. Avenue Apt. 3 has requested red curb "No Parking" on the west side of E. Avenue. Mrs. Casanova has stated that she constantly encounters line-of-sight issues due to vehicles parked on the west side of E. Avenue near the corner of "E" Avenue and the alley. Furthermore, Mrs. Casanova has also stated that cars park in the alley making it difficult for the emergency vehicles to ingress and egress. Lastly, she reported speeding along "E" Avenue. Mrs. Casanova is requesting painted red curb at said location to improve visibility and enhance safety for vehicles exiting from the alley onto "E" Avenue.

Staff visited the site and observed vehicles parked near the corner of the intersection. When the vehicles on the alley are egressing onto "E" Avenue, there is insufficient visibility of oncoming southbound and northbound traffic for vehicles to turn safely onto "E" Avenue. Staff recommends to install 20 feet of red curb "No Parking" on the west side of "E" Avenue, north of the alley and 10 feet of red curb "No Parking" on the west side of "E" Avenue, south of the alley to enhance visibility and access on "E" Avenue. The section of "E" Avenue between Kimbali Way and E. Plaza Boulevard has an approximate length of 700 feet with a speed limit of 30 mph. Due to the short length of street and low volume of traffic, staff does not recommend reducing the speed limit. Parking on public streets and alleys is regulated by state parking law "California Vehicle Code". The code says that "parking in the alley is prohibited, except for the purpose of actively unloading goods or passengers". Staff also recommends the installation of two (2) "No Parking In Alley" signs at the two entrances of the alley.

STAFF RECOMMENDATION:

Staff recommends to install 20 feet of red curb "No Parking" on the west side of E. Avenue, north of the alley and 10 feet of red curb "No Parking" on the west side of E. Avenue, south of the alley to enhance visibility and access on E. Avenue.

Staff also recommends the installation of two (2) "No Parking In Alley" signs at the two entrances of the alley.

EXHIBITS:

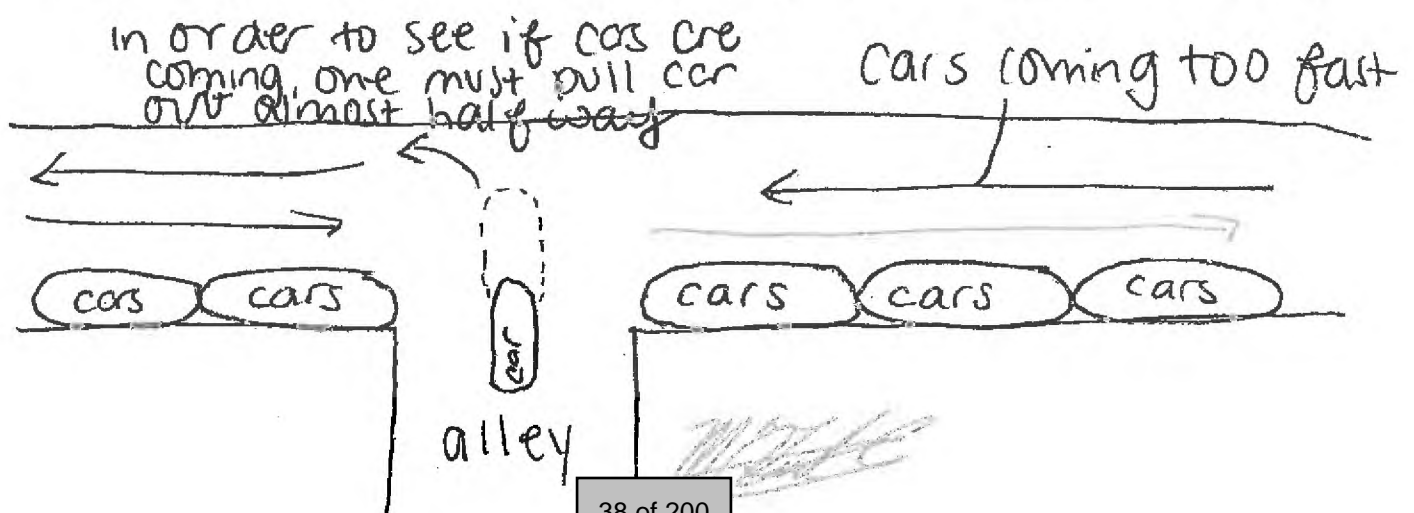
1. Correspondence
2. Location Map
3. Photos

2016-11

July 15, 2015

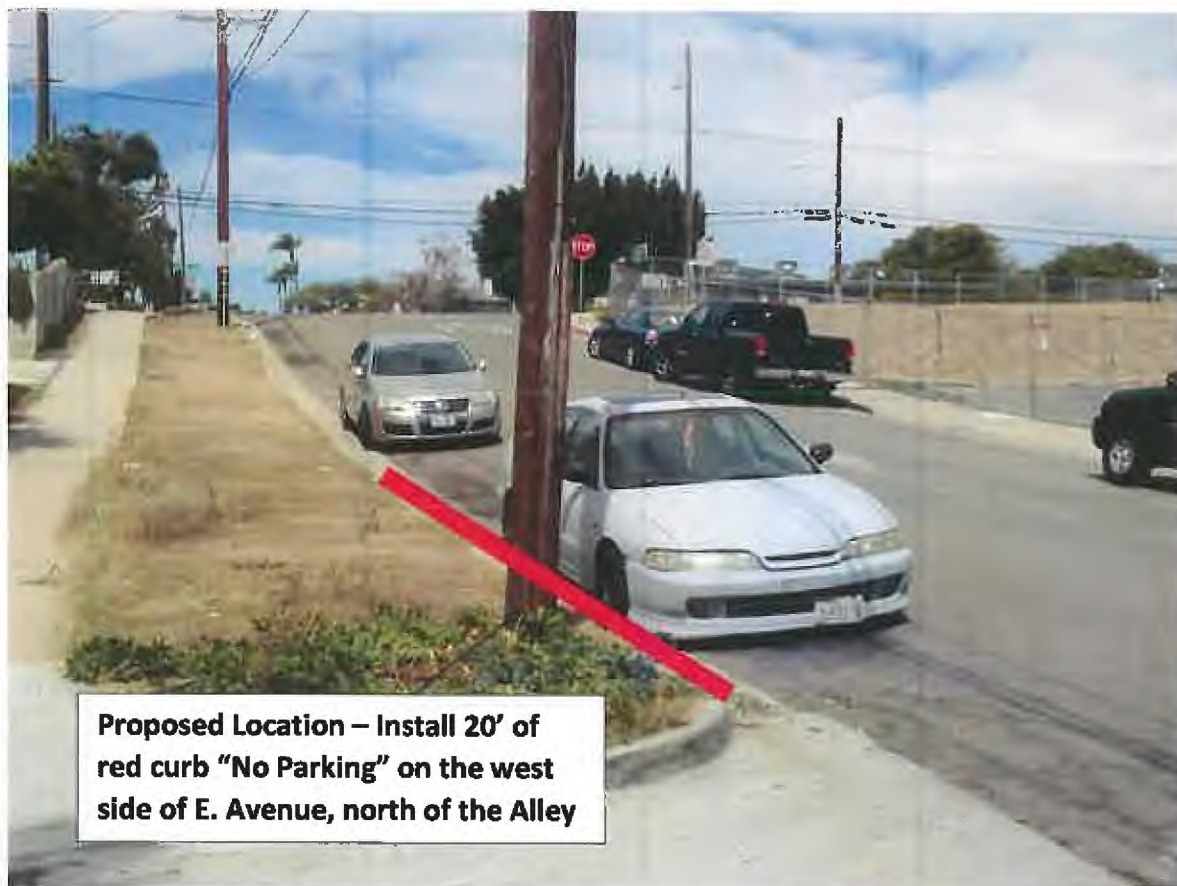
To Whom It may concern,

I mania casanova, resident of 1100 E avenue apt. #3 National City. My apartment is on the side of the alley. (in between "D" and "E" avenue). I am requesting signs that say "slow" or something that will tell drivers driving through "E" avenue to slow down since many cars pass at high velocities. When one is trying to get out of the alley into "E" avenue, the view to see if cars are coming, is obstructed by other ~~part~~ cars parked on ~~the~~ both sides of the street. For example, to be able to get out, one has to go almost half way to be able to see if there is any cars coming. due to the fact that cars come too fast, it is dangerous. One more thing, cars park on the alley making it difficult for the emergency cars to come in or even for residents of this street to come in and out.



Location Map with Recommended Enhancements (TSC Item: 2016-11)





Location of Proposed Red Curb at 1100 E. Avenue (looking North)



Location of Proposed Red Curb at 1100 E. Avenue (looking South)

RESOLUTION NO. 2016 –

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NATIONAL CITY
AUTHORIZING THE INSTALLATION OF 20 FEET OF RED CURB “NO PARKING”
ON THE WEST SIDE OF “E” AVENUE, NORTH OF THE ALLEY, AND 10 FEET
OF RED CURB “NO PARKING” ON THE WEST SIDE OF “E” AVENUE,
SOUTH OF THE ALLEY, TO ENHANCE VISIBILITY AND ACCESS, AND
THE INSTALLATION OF TWO “NO PARKING IN ALLEY” SIGNS

WHEREAS, a resident of an apartment at 1100 “E” Avenue has requested red curb “No Parking” on the west side of “E” Avenue at the alley to enhance visibility and access due to line-of-sight issues caused by vehicles parking near the corner of “E” Avenue and the alley, and that cars park in the alley making it difficult for emergency vehicles to access the homes; and

WHEREAS, after a site evaluation, staff recommends the installation of 20 feet of red curb “No Parking” on the west side of “E” Avenue, north of the alley, and 10 feet of red curb “No Parking” on the west side of “E” Avenue, south of the alley, and two “No Parking in Alley” signs to enhance visibility and access; and

WHEREAS, at its meeting on October 12, 2016, the Traffic Safety Committee approved staff’s recommendation.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of National City hereby authorizes the installation of 20 feet of red curb “No Parking” on the west side of “E” Avenue, north of the alley, and 10 feet of red curb “No Parking” on the west side of “E” Avenue, south of the alley, and two “No Parking in Alley” signs to enhance visibility and access.

PASSED and ADOPTED this 15th day of November, 2016.

Ron Morrison, Mayor

ATTEST:

Michael R. Dalla, City Clerk

APPROVED AS TO FORM:

George H. Eiser, III
Interim City Attorney

The following page(s) contain the backup material for Agenda Item: Resolution of the City Council of the City of National City authorizing the installation of "Keep Clear" pavement markings with Do Not Block Driveway signs on southbound Tidelands Avenue in front of both driveways to Port of San Diego General Services loc

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: November 15, 2016

AGENDA ITEM NO.

ITEM TITLE:

Resolution of the City Council of the City of National City authorizing the installation of Keep Clear pavement markings with "Do Not Block Driveway" signs on southbound Tidelands Avenue in front of both driveways to Port of San Diego General Services located at 1400 Tidelands Avenue to improve ingress and egress during weekday morning peak traffic periods (TSC No. 2016-15).

PREPARED BY: Stephen Manganiello

PHONE: 619-336-4382

EXPLANATION:

See attached.

DEPARTMENT: Engineering/Public Works

APPROVED BY:



FINANCIAL STATEMENT:

ACCOUNT NO.

N/A

APPROVED: _____ **Finance**

APPROVED: _____ **MIS**

ENVIRONMENTAL REVIEW:

N/A

ORDINANCE: **INTRODUCTION:** ☐ **FINAL ADOPTION:** ☐

STAFF RECOMMENDATION:

Adopt the Resolution authorizing the installation of Keep Clear pavement markings with "Do Not Block Driveway" signs on southbound Tidelands Ave in front of both driveways to Port of San Diego General Services located at 1400 Tidelands Ave.

BOARD / COMMISSION RECOMMENDATION:

At their meeting on October 12, 2016, the Traffic Safety Committee unanimously approved the staff recommendation to install Keep Clear pavement markings with "Do Not Block Driveway" signs on southbound Tidelands Ave in front of both driveways to Port of San Diego General Services located at 1400 Tidelands Ave.

ATTACHMENTS:

1. Explanation w/ Location Map
2. Staff Report to the Traffic Safety Committee on October 12, 2016 (TSC No. 2016-15)
3. Resolution

EXPLANATION

Mr. Antonio Sandoval with the Port of San Diego General Services Department has requested installation of KEEP CLEAR pavement markings on southbound Tidelands Avenue in front of both driveways to the General Services Department to improve ingress and egress during weekday morning peak hours. According to Mr. Sandoval, Naval Base San Diego traffic often blocks the driveways early in the morning on weekdays between 5:30am and 7:00am when waiting to pass through the Naval Base security check-point located nearby on W. 19th Street. Since, according to Mr. Sandoval, many of the General Services Department employees report to work and shortly thereafter, need to exit the facility to perform maintenance services during this same peak traffic period, installation of the KEEP CLEAR markings would better facilitate ingress and egress to/from the facility.

Staff has confirmed that Naval Base traffic queuing does occur along W. 19th Street and Tidelands Avenue during this time period and at times, can extend past the Port of San Diego General Services Department driveways.

Staff recommends installing KEEP CLEAR pavement markings on southbound Tidelands Avenue in front of both driveways to the Port of San Diego General Services Department to improve ingress and egress for employees during weekday morning peak traffic periods. Staff also recommends installing "Do Not Block Driveway" signs at both driveways.

If approved by City Council, all work will be performed by City Public Works.

Location Map with Recommended Enhancements (TSC Item #2016-15)



**NATIONAL CITY TRAFFIC SAFETY COMMITTEE
AGENDA REPORT FOR OCTOBER 12, 2016**

ITEM NO. 2016-15

ITEM TITLE: REQUEST FOR INSTALLATION OF KEEP CLEAR PAVEMENT MARKINGS ON SOUTHBOUND TIDELANDS AVENUE IN FRONT OF BOTH DRIVEWAYS TO PORT OF SAN DIEGO GENERAL SERVICES LOCATED AT 1400 TIDELANDS AVENUE TO IMPROVE INGRESS AND EGRESS DURING WEEKDAY MORNING PEAK TRAFFIC PERIODS (BY A. SANDOVAL)

PREPARED BY: Stephen Manganiello, Director of Public Works / City Engineer
Engineering & Public Works Department

DISCUSSION:

Mr. Antonio Sandoval with the Port of San Diego General Services Department has requested installation of KEEP CLEAR pavement markings on southbound Tidelands Avenue in front of both driveways to the General Services Department to improve ingress and egress during weekday morning peak hours. According to Mr. Sandoval, Naval Base San Diego traffic often blocks the driveways early in the morning on weekdays between 5:30am and 7:00am when waiting to pass through the Naval Base security check-point located nearby on W. 19th Street. Since, according to Mr. Sandoval, many of the General Services Department employees report to work and shortly thereafter, need to exit the facility to perform maintenance services during this same peak traffic period, installation of the KEEP CLEAR markings would better facilitate ingress and egress to/from the facility.

Staff has confirmed that Naval Base traffic queuing does occur along W. 19th Street and Tidelands Avenue during this time period and at times, can extend past the Port of San Diego General Services Department driveways.

STAFF RECOMMENDATION:

Staff recommends installing KEEP CLEAR pavement markings on southbound Tidelands Avenue in front of both driveways to the Port of San Diego General Services Department to improve ingress and egress for employees during weekday morning peak traffic periods. Staff also recommends installing "Do Not Block Driveway" signs at both driveways.

EXHIBITS:

1. Correspondence w/ photos
2. Location Map

2016-15

Antonio Sandoval

To: SMAGANIELLO@NATIONALCITYCA.GOV
Cc: John Cole; Mario White; David Harris; Pete Cruz
Subject: Drive way Entrance/Exit Stripping

GENERAL SERVICE DEPARTMENT (PORT OF SAN DIEGO) ENTRANCE AND EXIT DRIVE WAYS.

Who: City Of National City Maintenance Department

What: Need the City Of National City Maintenance Department to come to the Port of San Diego General Service Department on Tideland's AVE in National City. In the Early mornings around 5:30 A.M to 7:30 A.M, due to heavy traffic by the NAVY, they are blocking our drive ways Entrance and Exit. It is a safety Issue for our department at General Service for our vehicles to get in and out of our drive ways. We will like for the city of National city to stripe WHITE LINES in front of our drive ways Entrance and Exit in the street. Also would like it say CAUTION KEEP CLEAR.

Where: Port of San Diego 1400 Tidelands Ave General Service Department

When: General(7-30 days)

Why: Maintenance

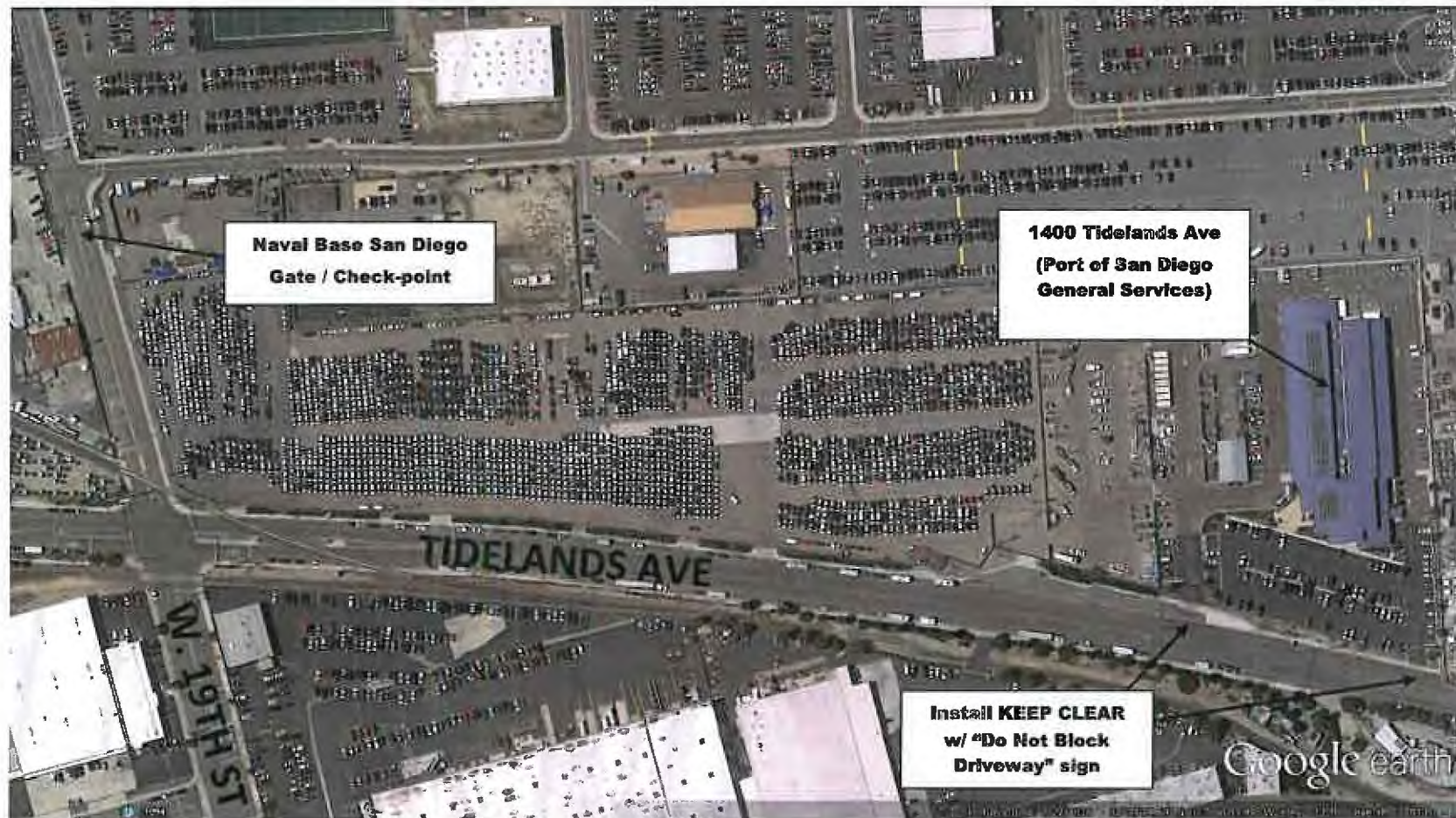
POC: Antonio Sandoval Cell

SAFETY PRECAUTIONS

Follow safety precautions indicated by all local, state, federal, Cal/OSHA, OSHA, and District safety codes, policies, and procedures. Establish and maintain safe onsite working conditions for the duration of the work. Contact Safety for questions or concerns.

1. Port Injury & Illness Prevention Policy,
2. General Services Safety Handbook

Location Map with Recommended Enhancements (TSC Item #2016-15)











RESOLUTION NO. 2016 –

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NATIONAL CITY
AUTHORIZING THE INSTALLATION OF KEEP CLEAR PAVEMENT
MARKINGS WITH “DO NOT BLOCK DRIVEWAY” SIGNS ON SOUTHBOUND
TIDELANDS AVENUE IN FRONT OF BOTH DRIVEWAYS TO PORT OF SAN DIEGO
GENERAL SERVICES LOCATED AT 1400 TIDELANDS AVENUE TO IMPROVE
INGRESS AND EGRESS DURING WEEKDAY MORNING PEAK TRAFFIC PERIODS

WHEREAS, a representative from the Port of San Diego General Services Department has requested installation of KEEP CLEAR pavement markings on southbound Tidelands Avenue in front of both driveways to the General Services Department to improve ingress and egress during weekday morning peak hours; and

WHEREAS, Naval Base San Diego traffic often blocks the driveways early in the morning on weekdays between 5:30 a.m. and 7:00 a.m. while waiting to pass through the Naval Base security check-point located nearby on West 19th Street, which blocks General Services Department employees from exiting the facility to perform maintenance services during this same peak traffic period; and

WHEREAS, after conducting an inspection and review, staff has confirmed that Naval Base traffic queuing does occur along West 19th Street and Tidelands Avenue during this time period and recommends installing KEEP CLEAR pavement markings on southbound Tidelands Avenue in front of both driveways to the Port of San Diego General Services Department and install “Do Not Block Driveway” signs at both driveways to improve ingress and egress for employees during weekday morning peak traffic periods; and

WHEREAS, on October 12, 2016, the Traffic Safety Committee approved staff’s recommendation.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of National City hereby authorizes the installation of KEEP CLEAR pavement markings on southbound Tidelands Avenue in front of both driveways to the Port of San Diego General Services Department.

BE IT FURTHER RESOLVED that the City Council authorizes the installation of “Do Not Block Driveway” signs at both driveways to improve ingress and egress for employees during weekday morning peak traffic periods

PASSED and ADOPTED this 15th day of November, 2016.

Ron Morrison, Mayor

ATTEST:

APPROVED AS TO FORM:

Michael R. Dalla, City Clerk

George H. Eiser, III
Interim City Attorney

The following page(s) contain the backup material for Agenda Item: Resolution of the City Council of the City of National City authorizing the installation of a blue curb handicap parking space with sign in front of the residence at 2028 Wilson Avenue (TSC No. 2016-14). (Engineering/Public Works)

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: November 15, 2016

AGENDA ITEM NO.

ITEM TITLE:

Resolution of the City Council of the City of National City authorizing the installation of a blue curb handicap parking space with sign in front of the residence at 2028 Wilson Avenue (TSC No. 2016-14).

PREPARED BY: Luca Zappiello

PHONE: 619-336-4360

EXPLANATION:

See attached.

DEPARTMENT: Engineering/Public Works

APPROVED BY: _____



FINANCIAL STATEMENT:

ACCOUNT NO.

N/A

APPROVED: _____ **Finance**

APPROVED: _____ **MIS**

ENVIRONMENTAL REVIEW:

N/A

ORDINANCE: INTRODUCTION: ☐ FINAL ADOPTION: ☐

STAFF RECOMMENDATION:

Adopt the Resolution authorizing the installation of a blue curb handicap parking space with sign at 2028 Wilson Avenue.

BOARD / COMMISSION RECOMMENDATION:

At their meeting on October 12, 2016, the Traffic Safety Committee unanimously approved the staff recommendation to install a blue curb handicap parking space with sign at 2028 Wilson Avenue.

ATTACHMENTS:

1. Explanation w/ Location Map
2. Staff Report to the Traffic Safety Committee on October 12, 2016 (TSC No. 2016-14)
3. Resolution

EXPLANATION

Mr. Mariel T. Correa, resident of 2028 Wilson Avenue, has requested a blue curb handicap parking space in front of his house. The resident possesses a valid disabled person's placard from the California Department of Motor Vehicles.

Staff visited the site and verified that the aforementioned residence does not have an accessible driveway or garage to accommodate a vehicle with a disabled driver or passenger. The length of unrestricted curbside parking available on the west side of the 2000 block of Wilson Avenue is approximately 270 feet.

Currently, there are five existing on-street handicap parking spaces provided in the immediate vicinity of the area: 1) 1824 Wilson Avenue (residence), 2) 1838 Wilson Avenue (residence), 3) 2121 Wilson Avenue (residence), and 4) two handicap parking spaces in front of 1816 Harding Ave (St. Anthony of Padua Catholic Church). Per the City Council Disabled Persons Parking Policy, since the total number of on-street handicap parking spaces (including the proposed handicap parking space in front of 2028 Wilson Avenue) would not exceed 3% of the total number of available on-street parking spaces in the area, Mr. Correa's request is eligible for further consideration.

The City Council has adopted a policy, which is used to evaluate requests for handicap parking spaces. The City Council Policy requirements for "Special Hardship" cases are as follows:

1. Applicant (or guardian) must be in possession of valid license plates or placard for "disabled persons" or "disabled veterans". This condition is met.
2. The proposed disabled parking space must be in front (or side if on a corner lot) of the applicant's (or guardian's) place of residence. This condition is met.
3. The residence must not have useable off-street parking available or an off-street space available that may be converted into disabled parking. This condition is met.

Since all three conditions of the City Council Disabled Persons Parking Policy for "Special Hardship" cases are met, staff recommends installation of a blue curb handicap parking space with sign in front of the residence at 2028 Wilson Avenue.

The applicant was informed that handicap parking spaces do not constitute "personal reserved parking" and that any person with valid "disabled persons" license plates or placards may park in handicap spaces.

If approved by City Council, all work will be performed by City Public Works.

Location Map with Recommended Enhancements (TSC Item: 2016-14)



NATIONAL CITY TRAFFIC SAFETY COMMITTEE AGENDA REPORT FOR OCTOBER 12, 2016

ITEM NO. 2016-14

ITEM TITLE: **REQUEST FOR INSTALLATION OF A BLUE CURB HANDICAP PARKING SPACE WITH SIGNAGE AT 2028 WILSON AVENUE (BY M. CORREA)**

PREPARED BY: Luca Zappiello, Civil Engineering Technician

DISCUSSION:

Mr. Mariel T. Correa, resident of 2028 Wilson Avenue, has requested a blue curb handicap parking space in front of his house. The resident possesses a valid disabled person's placard from the California Department of Motor Vehicles.

Staff visited the site and verified that the aforementioned residence does not have an accessible driveway or garage to accommodate a vehicle with a disabled driver or passenger. The length of unrestricted curbside parking available in front of Mr. Correa's house is approximately 270 feet.

Currently, there are five existing on-street handicap parking spaces provided in the immediate vicinity of the area: 1) 1838 Wilson Avenue (approved per TSC Item 2013-16), 2) 2121 Wilson Avenue (approved per TSC Item 2015-24), 3) 1812 Wilson Avenue (approved per TSC Item 2013-05), 4) 1816 Harding Ave, next to St. Anthony of Padua Catholic Church, there are two diagonal blue curb handicap parking spaces. Per the City Council Disabled Persons Parking Policy, since the total number of on-street handicap parking spaces (including the proposed handicap parking space in front of 2028 Wilson Avenue) would not exceed 3% of the total number of available on-street parking spaces in the area, Mr. Correa's request is eligible for further consideration.

The City Council has adopted a policy, which is used to evaluate requests for handicap parking spaces. The City Council Policy requirements for "Special Hardship" cases are as follows:

1. Applicant (or guardian) must be in possession of valid license plates or placard for "disabled persons" or "disabled veterans". *This condition is met.*
2. The proposed disabled parking space must be in front (or side if on a corner lot) of the applicant's (or guardian's) place of residence. *This condition is met.*
3. The residence must not have useable off-street parking available or an off-street space available that may be converted into disabled parking. *This condition is met.*

It shall be noted that handicap parking spaces do not constitute "personal reserved parking" and that any person with valid "disabled persons" license plates or placards may park in handicap spaces.

STAFF RECOMMENDATION:

Since all three conditions of the City Council's Disabled Persons Parking Policy are met for this "Special Hardship" case, staff recommends installation of a blue curb handicap parking space with signage in front of the residence at 2028 Wilson Avenue.

EXHIBITS:

1. Correspondence
2. Location Map
3. Photos
4. Disabled Persons Parking Policy

2016-14

REQUEST FOR BLUE CURB DISABLED PERSONS PARKING SPACE

NAME OF DISABLED PERSON: MARIEL T. CORREA

NAME OF REPRESENTATIVE FOR DISABLED PERSON (if different from above):

SONIA AYALA OR MARCO A. CORREA

ADDRESS: 2028 WILSON AVE. NATIONAL CITY CA, 91951

EMAIL: [REDACTED]

PHONE NUMBER: [REDACTED]

Please answer the following questions, which will assist Engineering staff, the Traffic Safety Committee, and your City Council in determining if you are qualified to have a blue curb disabled persons parking space placed in front of your residence. Please be informed that all blue curb parking spaces are considered public parking. Therefore, any registered vehicle in possession of a disabled persons placard or license plate is legally allowed to park in the blue curb space for up to 72 continuous hours.

- 1) Do you possess a valid disabled person's placard issued by the California Department of Motor Vehicles (DMV)? ☒ YES ☐ NO

If YES, please include a copy of the placard, which contains your name, address, placard number, and expiration date.

- 2) Does your residence have a garage? ☐ YES ☒ NO

If YES, is the garage large enough to park a vehicle (minimum of 20' x 12') ☐ YES ☐ NO

- 3) Does your residence have a driveway? ☐ YES ☒ NO

If YES, a) is the driveway large enough to park a vehicle? ☐ YES ☐ NO
(minimum of 20' x 12')

b) Is the driveway level? ☐ YES ☐ NO

c) Is the driveway sloped/inclined? ☐ YES ☐ NO

- 4) Please write any additional comments here (optional).

REMOVE FROM MIRROR BEFORE DRIVING VEHICLE

CALIFORNIA



***WARNING:** The illegal use of a disabled parking placard could result in a maximum fine of \$4,200.*

PARKING PLACARD



DISABLED PERSON

EXPIRES JUNE 30

2017

PURCHASE OF FUEL (Business & Professions Code 13660)
State law requires service stations to refuel a disabled person's vehicle at self-service rates, except at service facilities with only one employee on duty.



A Public Service Agency

CUSTOMER RECEIPT COPY

EXPIRES: 06/30/2017


*** DISABLED PERSON PLACARD ***

PLACARD NUMBER:  PIC: 1 TV: 91

DATE ISSUED: 

MO/YR: WT


CORREA MARIEL TANAIKY
2028 WILSON AVE

DT FEES RECVD: 


NATIONAL CITY
CA 91950
CO: 37


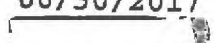



DUE : NONE
RECVD - CASH :
CHCK :
CRDT :

E10 613 A0 0000000 0016 CS E10 060915 N1 

DEPARTMENT OF MOTOR VEHICLES PLACARD IDENTIFICATION CARD

THIS IDENTIFICATION CARD OR FACSIMILE COPY IS TO BE CARRIED BY THE PLACARD OWNER. IT TO ANY PEACE OFFICER UPON DEMAND. IMMEDIATELY NOTIFY DMV BY  MAIL OF ANY CHANGE OF ADDRESS. WHEN PARKING, HANG THE PLACARD FROM THE REAR VIEW MIRROR. REMOVE IT WHEN DRIVING.

PLACARD#: 
EXPIRES: 06/30/2017
DOB: 
ISSUED: 
TYPE: N1

PLACARD HOLDER: CORREA MARIEL TANAIKY
2028 WILSON AVE

NATIONAL CITY
CA 91950

PURCHASE OF FUEL (BUSINESS & PROFESSIONS CODE 13660):
STATE LAW REQUIRES SERVICE STATIONS TO REFUEL A DISABLED PERSON'S VEHICLE AT SELF-SERVICE RATES, EXCEPT SELF-SERVICE FACILITIES WITH ONLY ONE CASHIER.

WHEN YOUR PLACARD IS PROPERLY DISPLAYED, YOU MAY PARK IN/ON:
*DISABLED PERSON PARKING SPACES (BLUE ZONES) *STREET METERED ZONES WITHOUT PAYING *GREEN ZONES WITHOUT RESTRICTIONS TO TIME LIMITS *STREET WHERE PREFERENTIAL PARKING PRIVILEGES ARE GIVEN TO RESIDENTS AND MERCHANTS.

YOU MAY NOT PARK IN/ON: *RED ZONES *TOW-AWAY ZONES *WHITE OR YELLOW ZONES *SPACES MARKED BY CROSSHATCH LINES *DISABLED PERSON PARKING SPACES.

IT IS CONSIDERED MISUSE: *TO DISPLAY A PLACARD UNLESS THE DISABLED OWNER IS BEING TRANSPORTED *TO DISPLAY A PLACARD WHICH HAS BEEN CANCELLED OR REVOKED *TO LOAN YOUR PLACARD TO ANYONE, INCLUDING FAMILY MEMBERS. MISUSE IS A MISDEMEANOR (SECTION 4461VC) AND CAN RESULT IN CANCELLATION OR REVOCATION OF THE PLACARD.

Location Map with Recommended Enhancements (TSC Item: 2016-14)





Location of Proposed Blue Curb Handicap Parking at 2028 Wilson Ave (looking West)



Location of Proposed Blue Curb Handicap Parking at 2028 Wilson Ave (looking Southwest)

DISABLED PERSONS PARKING POLICY

The purpose of a disabled persons parking zone is to provide designated parking spaces at major points of assembly for the exclusive use of physically disabled persons whose vehicle displays a distinguishing license plate as authorized by the California Department of Motor Vehicles.

The City Council may upon recommendation of the City Engineer, designate specially marked and posted on-street parking spaces for disabled persons pursuant to California Vehicle Code 21101, et seq. at the following facilities:

1. Government buildings serving the public such as administration buildings, public employment offices, public libraries, police stations, etc.
2. Hospitals and convalescent homes with more than 75-bed capacity.
3. Medical facilities and doctors' offices staffed by a maximum of five practitioners. Zones shall be located to serve a maximum number of facilities on one block.
4. Community service facilities such as senior citizens service centers, etc.
5. Accredited vocational training and educational facilities where no off-street parking is provided for disabled persons.
6. Employment offices for major enterprises employing more than 200 persons.
7. Public recreational facilities including municipal swimming pools, recreation halls, museums, etc.
8. Public theaters, auditoriums, meeting halls, arenas, stadiums with more than 300 seating capacity.
9. Other places of assembly such as schools and churches.
10. Commercial and/or office building(s) with an aggregate of more than 50,000 square feet of usable floor space. Zone shall be located to serve a maximum number of facilities on one block.
11. Hotels catering to daily guests, maintaining a ground floor lobby and a switchboard that is operated 24 hours per day.

12. A hotel or apartment house catering to weekly or monthly guests and containing more than 30 separate living units.

In addition, disabled persons parking spaces may be provided within all publicly owned, leased or controlled off-street parking facilities as specified in the General Requirements.

General Requirements

Each disabled persons parking space shall be indicated by blue paint and a sign (white on blue) showing the international symbol of accessibility (a profile view of a wheelchair with occupant).

Where installed under the above criteria the total number of disabled persons curb parking spaces will be limited to 3% of the total number of on-street parking spaces available in the area and shall be distributed uniformly within the area.

Disabled persons parking will not be installed at locations with a full-time parking prohibition. When a disabled persons parking zone is installed where a part-time parking prohibition is in effect, the disabled persons parking zone will have the same time restrictions as the part-time parking prohibition.

The cost of installing disabled persons parking will be assumed by the City on public streets and public off-street parking facilities.

In establishing on-street parking facilities for the disabled there shall be a reasonable determination made that the need is of an on-going nature. The intent is to prevent the proliferation of special parking stalls that may be installed for a short-term purpose but later are seldom used. Unjustified installation of such parking stalls unnecessarily increases the City's maintenance and operations costs, reduce available on-street parking for the general public, and detract from the overall effectiveness of the disabled persons parking program.

Special Hardship Cases

It is not the intention of the City to provide personal reserved parking on the public right-of-way, especially in residential areas. However, exceptions may be made, in special hardship cases, provided all of the following conditions exists:

- (1) Applicant (or guardian) must be in possession of valid license plates for "disabled persons" or "disabled veterans."
- (2) The proposed disabled parking space must be in front of the applicant's (or guardian's) place of residence.

- (3) Subject residence must not have useable off-street parking available or off-street space available that may be converted into disabled parking.

NOTE: It must be emphasized that such parking spaces do not constitute "personal reserved parking" and that any person with valid "disabled persons" license plates may park in the above stalls.

Jha:p

RESOLUTION NO. 2016 –

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NATIONAL CITY
AUTHORIZING THE INSTALLATION OF A BLUE CURB HANDICAP
PARKING SPACE WITH SIGN IN FRONT OF THE RESIDENCE
AT 2028 WILSON AVENUE

WHEREAS, a resident of 2028 Wilson Avenue possesses a valid Disabled Person Placard from the State of California Department of Motor Vehicles and has requested the installation of a blue curb handicap parking space in front of the residence; and

WHEREAS, after conducting an inspection and review, staff determined that all conditions have been met for the property to qualify for a blue curb handicap parking space; and

WHEREAS, on October 12, 2016, the Traffic Safety Committee determined that all conditions have been met for the property to qualify for a blue curb handicap parking space and approved the installation of a blue curb handicap parking space with signage in front of the residence at 2028 Wilson Avenue.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of National City hereby authorizes the City Engineer to approve the installation of a blue curb handicap parking space with signage in front of the residence at 2028 Wilson Avenue.

PASSED and ADOPTED this 15th day of November, 2016.

Ron Morrison, Mayor

ATTEST:

Michael R. Dalla, City Clerk

APPROVED AS TO FORM:

George H. Eiser, III
Interim City Attorney

The following page(s) contain the backup material for Agenda Item: Resolution of the City Council of the City of National City authorizing the installation of a blue curb handicap parking space with sign in front of the residence at 614 Highland Avenue (TSC No. 2016-13). (Engineering/Public Works)

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: November 15, 2016

AGENDA ITEM NO.

ITEM TITLE:

Resolution of the City Council of the City of National City authorizing the installation of a blue curb handicap parking space with sign in front of the residence at 614 Highland Avenue (TSC No. 2016-13).

PREPARED BY: Luca Zappiello, Civil Engineering Tech

PHONE: 619-336-4360

DEPARTMENT: Engineering/Public Works

APPROVED BY: _____

EXPLANATION:

See attached.



FINANCIAL STATEMENT:

ACCOUNT NO.

N/A

APPROVED: _____ **Finance**

APPROVED: _____ **MIS**

ENVIRONMENTAL REVIEW:

N/A

ORDINANCE: INTRODUCTION: ☐ FINAL ADOPTION: ☐

STAFF RECOMMENDATION:

Adopt the Resolution authorizing the installation of a blue curb handicap parking space with sign at 614 Highland Avenue.

BOARD / COMMISSION RECOMMENDATION:

At their meeting on October 12, 2016, the Traffic Safety Committee unanimously approved the staff recommendation to install a blue curb handicap parking space with sign at 614 Highland Avenue.

ATTACHMENTS:

1. Explanation w/ Location Map
2. Staff Report to the Traffic Safety Committee on October 12, 2016 (TSC No. 2016-13)
3. Resolution

EXPLANATION

Mrs. Leonila Martinez, resident of 614 Highland Avenue, has requested a blue curb handicap parking space in front of her house. The resident possesses a valid disabled person's placard from the California Department of Motor Vehicles.

Staff visited the site and observed that Mrs. Martinez has a driveway but does not have a garage to accommodate a vehicle with a disabled driver or passenger. With Mrs. Martinez's permission and supervision, staff measured the driveway. The driveway is 60 feet long by 10 feet wide. The slope of the driveway is negligible. Since the width of the driveway is less than 12 feet, there is not enough clearance to provide accessible parking for persons with disabilities.

Staff also measured the amount of available parking in front of the residence. The length of curb in front of the residence is approximately 40 feet, which allows for two parking spaces.

Currently, there are two existing on-street handicap parking spaces provided in the immediate vicinity, one in front of the business at 524 Highland Avenue and another in front of a church at 635 E. 7th Street. Per the City Council Disabled Persons Parking Policy, since the total number of on-street handicap parking spaces (including the proposed handicap parking space in front of 614 Highland Avenue) would not exceed 3% of the total number of available on-street parking spaces in the area, Mrs. Martinez's request is eligible for further consideration.

The City Council has adopted a policy, which is used to evaluate requests for handicap parking spaces. The City Council Policy requirements for "Special Hardship" cases are as follows:

1. Applicant (or guardian) must be in possession of valid license plates or placard for "disabled persons" or "disabled veterans". This condition is met.
2. The proposed disabled parking space must be in front (or side if on a corner lot) of the applicant's (or guardian's) place of residence. This condition is met.
3. The residence must not have useable off-street parking available or an off-street space available that may be converted into disabled parking. This condition is met.

Since all three conditions of the City Council Disabled Persons Parking Policy for "Special Hardship" cases are met, staff recommends installation of a blue curb handicap parking space with sign in front of the residence at 614 Highland Avenue.

The applicant was informed that handicap parking spaces do not constitute "personal reserved parking" and that any person with valid "disabled persons" license plates or placards may park in handicap spaces.

If approved by City Council, all work will be performed by City Public Works.

Location Map with Recommended Enhancements (TSC Item: 2016-13)



**NATIONAL CITY TRAFFIC SAFETY COMMITTEE
AGENDA REPORT FOR OCTOBER 12, 2016**

ITEM NO. 2016-12

ITEM TITLE: **REQUEST FOR THE INSTALLATION OF THREE 30-MINUTE PARKING SPACES IN FRONT OF THE BUSINESS LOCATED AT 801 NATIONAL CITY BOULEVARD (BY A. KIRSCH)**

PREPARED BY: Luca Zappiello, Civil Engineering Technician

DISCUSSION:

Mr. Aaron Kirsch, a small-business owner of Coronado Café (Café) at 801 National City Boulevard, has requested the conversion of 1-hour parking spaces in front his business located at 801 National City Boulevard to 30-minute parking spaces to facilitate and increase parking turnover for his customers.

Mr. Kirsch's business does not have off-street parking available for his customers. Mr. Kirsch has stated that parking spaces in front of his business are frequently occupied by vehicles for several hours. According to Mr. Kirsch, the conversion from 1-hour to 30-minute parking space should increase the viability of his business, provide enough time for the delivery of goods to the Café, and reduce the amount of time that vehicles that park in front of the Café.

Staff visited the site and verified that the Café does not have off-street parking. There are approximately 126 feet (equal to seven (7) parking spaces) of 1-hour curbside parking available on the west side of the building. However, there are approximately 72 feet (equal to four (4) parking spaces) of 1-hour curbside parking available directly in front of the Café. Staff recommends the conversion of 54 feet (equal to three (3) parking spaces) in front of the Café from 1-hour parking spaces to 30-minute parking spaces to increase parking turnover for customers of the Coronado Café.

The Bayview Family Dental Care is located south of the Café and shares curbside parking with Mr. Kirsch's business. Staff spoke with the secretary from the Bayview Family Dental Care office and she confirmed that cars often park in the 1-hour parking space for several hours. The Bayview Family Dental Care prefers to have 1 hour parking available for clients because average treatment time for patients is approximately 1 hour.

STAFF RECOMMENDATION:

Following the aforementioned discussion, staff recommends the conversion of 54 feet (equal to three (3) parking spaces) in front of the Coronado Café from 1-hour parking spaces to 30-minute parking spaces to increase parking turnover for customers of the Café.

EXHIBITS:

1. Correspondence
2. Location Map
3. Photos

2016-12

REQUEST FOR BLUE CURB DISABLED PERSONS PARKING SPACE

NAME OF DISABLED PERSON: Leonila Martinez

NAME OF REPRESENTATIVE FOR DISABLED PERSON (if different from above):

614 Highland Ave

ADDRESS: 614 Highland Avenue

EMAIL:

PHONE NUMBER:

Please answer the following questions, which will assist Engineering staff, the Traffic Safety Committee, and your City Council in determining if you are qualified to have a blue curb disabled persons parking space placed in front of your residence. Please be informed that all blue curb parking spaces are considered public parking. Therefore, any registered vehicle in possession of a disabled persons placard or license plate is legally allowed to park in the blue curb space for up to 72 continuous hours.

- 1) Do you possess a valid disabled person's placard issued by the California Department of Motor Vehicles (DMV)? ☒ YES ☐ NO

If YES, please include a copy of the placard, which contains your name, address, placard number, and expiration date.

- 2) Does your residence have a garage? ☐ YES ☒ NO

If YES, is the garage large enough to park a vehicle (minimum of 20' x 12') ☐ YES ☐ NO

- 3) Does your residence have a driveway? ☒ YES ☐ NO

If YES, a) Is the driveway large enough to park a vehicle (minimum of 20' x 12') ☐ YES ☒ NO S.I.

b) Is the driveway level? ☒ YES ☒ NO S.I.

c) Is the driveway sloped/inclined? ☒ YES ☒ NO S.I.

- 4) Please write any additional comments here (optional).

Resident has a _____ She is
also going to _____ sessions.
Paramedics take her 3 times
a week to _____

* BASED ON STAFF'S SITE EVALUATION, THE RESIDENCE DOES HAVE A DRIVEWAY, HOWEVER IT IS NOT WIDE ENOUGH TO ACCOMODATE A VEHICLE WITH A DISABLED DRIVER OR PASSENGER. S.I.

ENG & PW DEPT.

CITY OF NATIONAL CITY

CUD PM 1:59 JUL 6/16



A Public Service Agency

DEPARTMENT OF MOTOR VEHICLES

DISABLED PERSON PLACARD IDENTIFICATION CARD/RECEIPT

PLACARD NUMBER: [REDACTED]

EXPIRES: 06/30/2017

DATE ISSUED: [REDACTED]

This identification card or facsimile copy is to be carried by the placard owner. Present it to any peace officer upon demand. Immediately notify DMV by mail of any change of address. When parking, hang the placard from the rear view mirror, remove it from the mirror when driving.

**When your placard is properly displayed,
you may park in or on:**

- * Disabled person parking spaces (blue zones)
- * Street metered zones without paying.
- * Green zones without restrictions to time limits.
- * Streets where preferential parking privileges are given to residents and merchants.

You may not park in or on:

- Red, Yellow, White or Tow Away Zones.
- Crosshatch marked spaces next to disabled person parking spaces.

It is considered misuse to:

- Display a placard unless the disabled owner is being transported.
- Display a placard which has been cancelled or revoked.
- Lend your placard to anyone, including family members.
- Misuse is a misdemeanor (section 4461VC) and can result in cancellation or revocation of the placard, loss of parking privileges, and/or fines.

TYPE: N1

TV: 92

CO: 37

DOB: [REDACTED]

ISSUED TO

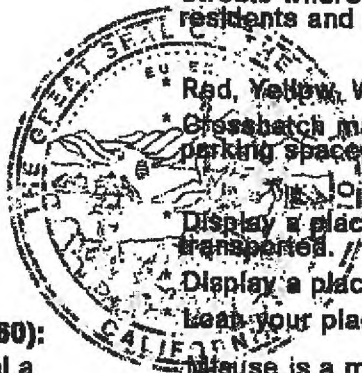
MARTINEZ LEONILA
614 HIGHLAND AVE

NATIONAL CITY CA 91950

Purchase of fuel

(Business & Professions Code 13660):

State law requires service stations to refuel a disabled person's vehicle at self-service rates, except self-service facilities with only one cashier.



036
DPP000 Rev44

REMOVE FROM MIRROR BEFORE DRIVING VEHICLE

CALIFORNIA



WARNING: The illegal use of a disabled parking placard could result in a maximum fine of \$4,200."

DISABLED PERSON



PARKING PLACARD

EXPIRES JUNE 30

2017

PURCHASE OF FUEL (Business & Professions Code 13650)
State law requires service stations to refund a disabled person's vehicle at self-service rates, except at service facilities with only one employee on duty.

Location Map with Recommended Enhancements (TSC Item: 2016-13)





Location of Proposed Blue Curb Handicap Parking space at 614 Highland Ave (looking West)



Location of Proposed Blue Curb Handicap Parking space at 614 Highland Ave (looking Southwest)

DISABLED PERSONS PARKING POLICY

The purpose of a disabled persons parking zone is to provide designated parking spaces at major points of assembly for the exclusive use of physically disabled persons whose vehicle displays a distinguishing license plate as authorized by the California Department of Motor Vehicles.

The City Council may upon recommendation of the City Engineer, designate specially marked and posted on-street parking spaces for disabled persons pursuant to California Vehicle Code 21101, et seq. at the following facilities:

1. Government buildings serving the public such as administration buildings, public employment offices, public libraries, police stations, etc.
2. Hospitals and convalescent homes with more than 75-bed capacity.
3. Medical facilities and doctors' offices staffed by a maximum of five practitioners. Zones shall be located to serve a maximum number of facilities on one block.
4. Community service facilities such as senior citizens service centers, etc.
5. Accredited vocational training and educational facilities where no off-street parking is provided for disabled persons.
6. Employment offices for major enterprises employing more than 200 persons.
7. Public recreational facilities including municipal swimming pools, recreation halls, museums, etc.
8. Public theaters, auditoriums, meeting halls, arenas, stadiums with more than 300 seating capacity.
9. Other places of assembly such as schools and churches.
10. Commercial and/or office building(s) with an aggregate of more than 50,000 square feet of usable floor space. Zone shall be located to serve a maximum number of facilities on one block.
11. Hotels catering to daily guests, maintaining a ground floor lobby and a switchboard that is operated 24 hours per day.

12. A hotel or apartment house catering to weekly or monthly guests and containing more than 30 separate living units.

In addition, disabled persons parking spaces may be provided within all publicly owned, leased or controlled off-street parking facilities as specified in the General Requirements.

General Requirements

Each disabled persons parking space shall be indicated by blue paint and a sign (white on blue) showing the international symbol of accessibility (a profile view of a wheelchair with occupant).

Where installed under the above criteria the total number of disabled persons curb parking spaces will be limited to 3% of the total number of on-street parking spaces available in the area and shall be distributed uniformly within the area.

Disabled persons parking will not be installed at locations with a full-time parking prohibition. When a disabled persons parking zone is installed where a part-time parking prohibition is in effect, the disabled persons parking zone will have the same time restrictions as the part-time parking prohibition.

The cost of installing disabled persons parking will be assumed by the City on public streets and public off-street parking facilities.

In establishing on-street parking facilities for the disabled there shall be a reasonable determination made that the need is of an on-going nature. The intent is to prevent the proliferation of special parking stalls that may be installed for a short-term purpose but later are seldom used. Unjustified installation of such parking stalls unnecessarily increases the City's maintenance and operations costs, reduce available on-street parking for the general public, and detract from the overall effectiveness of the disabled persons parking program.

Special Hardship Cases

It is not the intention of the City to provide personal reserved parking on the public right-of-way, especially in residential areas. However, exceptions may be made, in special hardship cases, provided all of the following conditions exists:

- (1) Applicant (or guardian) must be in possession of valid license plates for "disabled persons" or "disabled veterans."
- (2) The proposed disabled parking space must be in front of the applicant's (or guardian's) place of residence.

- (3) Subject residence must not have useable off-street parking available or off-street space available that may be converted into disabled parking.

NOTE: It must be emphasized that such parking spaces do not constitute "personal reserved parking" and that any person with valid "disabled persons" license plates may park in the above stalls.

Jha:p

RESOLUTION NO. 2016 –

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NATIONAL CITY
AUTHORIZING THE INSTALLATION OF A BLUE CURB HANDICAP
PARKING SPACE WITH SIGN IN FRONT OF THE RESIDENCE
AT 614 HIGHLAND AVENUE

WHEREAS, a resident at 614 Highland Avenue possesses a valid Disabled Person Placard from the State of California Department of Motor Vehicles and has requested the installation of a blue curb handicap parking space in front of the residence; and

WHEREAS, after conducting an inspection and review, staff determined that all conditions have been met for the property to qualify for a blue curb handicap parking space; and

WHEREAS, on October 12, 2016, the Traffic Safety Committee determined that all conditions have been met for the property to qualify for a blue curb handicap parking space and approved the installation of a blue curb handicap parking space with signage in front of the residence at 614 Highland Avenue.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of National City hereby authorizes the City Engineer to approve the installation of a blue curb handicap parking space with signage in front of the residence at 614 Highland Avenue.

PASSED and ADOPTED this 15th day of November, 2016.

Ron Morrison, Mayor

ATTEST:

Michael R. Dalla, City Clerk

APPROVED AS TO FORM:

George H. Eiser, III
Interim City Attorney

The following page(s) contain the backup material for Agenda Item: Resolution of the City Council of the City of National City deleting City Council Policies 504 - Mile of Cars Banners, 505 - Street Banner Program; Policy 701 - Stop Sign Installation, 702 - Pedestrian Crosswalk Installation, 706 - Street Light Policy, 7

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: November 15, 2016

AGENDA ITEM NO. |

ITEM TITLE:

Resolution of the City Council of the City of National City Deleting City Council Policies 504 – Mile of Cars Banners, 505 – Street Banner Program; Policy 701 – Stop Sign Installation, 702 – Pedestrian Crosswalk Installation, 706 – Street Light Policy, 708 – Speed Hump Installation, 709 – Installation of Dusk to Dawn Lights; and Policy 903 – 50/50 Curb, Gutter, Sidewalk and Retaining Wall Program.

PREPARED BY: Lauren Maxilom, Management Analyst II

DEPARTMENT: City Manager's Office

APPROVED BY: 

EXPLANATION:

See attached.

FINANCIAL STATEMENT:

ACCOUNT NO. n/a

APPROVED: _____ **Finance**

APPROVED: _____ **MIS**

ENVIRONMENTAL REVIEW:

n/a

ORDINANCE: INTRODUCTION: ☐ FINAL ADOPTION: ☐

STAFF RECOMMENDATION:

Review and approve policy deletions as submitted.

BOARD / COMMISSION RECOMMENDATION:

n/a

ATTACHMENTS:

Policies 504, 505
Policies 701, 702, 706, 708, 709
Policy 903

EXPLANATION

As per Council Policy #101, the City Council Policy Manual is reviewed on an annual basis, and updated as necessary. At this time staff proposes deleting the following policies from Chapters 500, 700 and 900 of the Manual:

- 504: Mile of Cars Banners - addressed through TUP process; content reviewed for consistency with Sign Ordinance / NCMC Chapter 18.47
- 505: Street Banner Program - addressed through TUP process; content reviewed for consistency with Sign Ordinance / NCMC Chapter 18.47
- 701: Stop Sign Installation - warrants / guidelines provided through CA Manual on Uniform Traffic Control Devices
- 702: Pedestrian Crosswalk Installation - warrants / guidelines provided through CA Manual on Uniform Traffic Control Devices and Americans with Disabilities Act (ADA)
- 706: Street Light Policy - replaced by National City Street Light Manual
- 708: Speed Hump Installation – no longer applicable; all requests for traffic calming are reviewed by City Engineering; warrants for traffic calming measures are evaluated using state and regional traffic engineering guidelines and best practices.
- 709: Installation of Dusk to Dawn Lights – program no longer applicable
- 903: 50/50 Curb, Gutter, Sidewalk and Retaining Wall Program - program no longer applicable

Proposed amendments to additional Council Policies will be brought back at future Council meetings.

PURPOSE

The purpose of this policy is to establish authorization limits and standard methods for the approval of changes in contracts.

DEFINITIONS

Construction Contract: A written contract with a properly licensed contractor to construct public improvements within the City of National City that conforms to the Standard Specifications for Public Works Construction (hereinafter, "Green book") and special provisions.

Construction Change Order: A Construction Change Order is a written directive to the contractor to make changes in the work within the general scope of the contract during the construction period. Changes might involve additions to or deletions from the contract, adjustment of bid or line item quantities exceeding the limits set by the latest edition of the Standard Specifications for Public Works Construction (Green Book), and special provision as follows:

- Addition of an item of work not specified in the original contract.
- Deletion of an item of work specified in the original contract or subsequent approved change order.
- Adjustment of line item quantities beyond the limits allowed in the latest edition of the Standard Specifications for Public Works Construction (hereinafter "Green book") and/or special provisions.
- Adjustment of contract time for reasons other than those allowed in the Green book or special provisions.

On-Call Consultant Contract: A written agreement between the City and a professional services provider that specifies the services to be provided to the City at defined rates on an as-needed basis as requested by the City through written work orders.

On-Call Consultant Work Order: Written request from the City to an on-call consultant that authorizes the consultant to perform work on a specific project within the budget, scope and schedule defined in the work order that are within the scope and budget of the On-Call Consultant Contract.

On-Call Consultant Contract Amendment: A written agreement with a consultant to make specified changes to the On-Call Consultant Contract. An On-Call Consultant Contract Amendment shall specify changes to services, rates, schedule adjustments and/or overall contract value. The Amendment must be agreed to by the City and the Consultant.

Standard Consultant Contract: A written agreement between the City and a professional services provider that specifies the services to be provided to the City at defined specific rates for a specific project within a specific time.

Standard Consultant Contract Amendment: A written agreement with a consultant to make specified changes to the Standard Consultant Contract. A Standard Consultant Contract Amendment shall specify changes to services, rates, schedule adjustments and/or overall contract value. The amendment must be agreed to by the City and the Consultant.

POLICY

1. Public Improvement projects shall be administered in accordance with the latest edition of the Green book, specifications and contract special provisions.
2. Adjustment of bid or line item quantities may be approved by the City Engineer for adjustments within the limits set by the latest edition of the Green book and special provisions. Adjustment of line item quantities that exceed the latest edition of the Green book and/or the special provisions (whichever is greater) shall proceed under the Contractor Change Order policy limits as prescribed below.
3. Designated officials of the City are authorized to approve Contract Change Orders to public improvement contracts and amendments to on-call consultant contracts within the scope of the contract, Council approved funding and the limits set forth as follows:

<u>Designated Official</u>	<u>Limits</u>
City Engineer	Aggregate Contract Change Orders, Amendments to On-Call Consultant Contracts and Standard Consultant Contracts up to 15% of the original contract amount, not to exceed a maximum of \$25,000 per change order or amendment.
City Engineer	Adjustments of contract time for justifiable delays within the limits of the latest edition of the Green book and special provisions.
City Manager	Aggregate Contract Change Orders, Amendments to On-Call Consultant Contracts and Standard Consultant Contracts up to 25% of the original contract amount, not to exceed a maximum of \$50,000 per change order or amendment.

City Manager

May exceed the limits of authorization set forth herein, if in the City Manager's opinion the situation requiring the Contract Change Order is of a nature that presents an emergency in which there is a concern for public safety, or if delay would cause unnecessary additional expenses. In such a case, the Contractor Change Order will subsequently be presented to the City Council for ratification at the next regular City Council meeting.

City Council

Contract Change Orders, Amendments to On-Call Consultant Contracts and Standard Consultant Contracts that exceed 25% of the original contract amount or \$50,000 for a single Change Order or Amendment.

TITLE: National City Boulevard, Mile of Cars Banner Policy	POLICY #504
ADOPTED: January 13, 1998	AMENDED:

Purpose

The purpose of this policy statement is to establish the availability and the manner of use of the two sets of banner poles, on National City Boulevard at 18th and 30th Street.

Intent

The banner poles are intended to support banners that announce events or display messages of community-wide interest and significance. Banners will not be installed that advertise or otherwise promote religious, partisan, political or commercial activities. The use of the poles shall be allocated to recognize groups on a first come, first served basis, following a reservation system administered by the Engineering Department. Banners that meet the minimum specifications provided herein shall be fabricated by the sponsoring group and be installed only by the Public Works Department or their installer.

Permit Requirements

An organization, civic association or other community groups desiring to use the poles to erect a banner shall submit a permit application to the Engineering Department on a form provided at least ten (10) working days prior to the first requested day of display. The application shall include: 1) the name of the sponsoring organizations; 2) the name, phone number and address of an individual representing the organization who is responsible for the banner; and 3) the requested installation and removal dates within the maximum duration interval specified below. A non-refundable permit filing fee shall accompany the application. The application shall also describe the general dimensions and characteristics of the banner in reference to the "Specifications" section of this Policy and shall indicate the wording of the message the banner will display. A photo or illustration may be submitted to supplement a written description. The City Engineer shall review the application and issue a permit to install the banner(s) for the period indicated if a finding is made that all of the specific provisions, as well as the intent, of this Policy are satisfied. A service charge to cover the cost of erecting and removing the banner by the Public Works Department shall be paid by the applicant, whereupon a work order will be issued to the Public Works Department to receive and install the banner on the specified date.

Message Content

The banner poles were installed with the intent to provide the community with a location whereupon general information and messages of Citywide, non-commercial significance would be displayed. As such, any banner containing language supporting or referring to the following subjects will not be attached to the poles: 1) a campaign for a political office, proposition initiative, or a specific issue that may be construed to have political or public policy implications; 2) an event or activity of primarily sectarian religious significance; 3) any sale of product or service, whether for profit or not-for-profit, including fund-raising events sponsored by not-for-profit organizations; and 4) any

subject that, in effect, does not apply or have interest to the general population of the City of National City. In general, the message language shall be appropriate for display on public property. The message on the banner to be installed may not deviate substantially from that indicated on the approved banner permit. If prior to the installation of the banner, it is apparent that the message does not substantially conform to the permit, the banner will not be erected and the installation service charge shall be refunded upon removal of the banner from the Public Works property.

Fees and Charges

An application fee and installation service charge shall be assessed per the Fee Schedule adopted by the City Council.

Liability and Insurance

The applicant shall be liable for any loss, damage, or injury sustained by the City or any other person, due to the negligence of the person(s) to whom the banner permit is issued. The applicant shall agree to save and keep the City and all its officers, department and employees harmless from any and all costs, damages or expenses that the City or any of its officers, department and employees may be obliged to pay by reason of, or that may arise out of, the granting and issuance of the banner permit, or the storage, transporting, erecting or displaying of the banner authorized hereby.

The applicant shall maintain a policy of public liability insurance in the sum of one million dollars (\$1,000,000). A certificate of insurance shall be presented upon approval of the permit and before the issuance of a work order to Public Works to erect the banner. The certificate shall specifically name the City of National City as additional insured. The policy shall state that the City shall be given 30 days minimum notification by registered mail in case of expiration or proposed cancellation of the policy.

Specifications

The following shall govern the construction of the banner panels and accessories for use on the National City Boulevard banner poles:

1. The banner panel shall be four (4) feet wide by thirty-four (34) feet - six (6) inches long.
2. The banner panel shall be perforated over at least ten percent (10%) of the area to reduce wind resistance.
3. The material used for the banner shall be a minimum of thirteen (13) ounce canvas and shall be double stitched for reinforcement at each corner. A 3/8-inch diameter brass grommet shall be sewn into each corner of the panel.
4. A 3/8 inch to 1/2 inch diameter, plastic-coated, steel-wire cable shall be hemmed in along the top and bottom of the panel. A minimum one-inch diameter eye loop secured with a suitable crimp shall be formed at the ends of the cable. The overall length of the cables shall be thirty-five (35) feet - six (6) inches.

Duration, Scheduling and Handling of Banners

The duration of each separate banner display covered by one permit application shall be no more than forty-five (45) days. The display shall be scheduled according to the dates

requested on the permit application form and shall be granted on a first-come, first-served basis. This provision may be modified by mutual agreement among the parties involved and with the approval of the City Manager. The City Engineer shall maintain an annual banner calendar that will allow advance scheduling of banner displays. Banners approved for installation shall be delivered to the Public Works yard no later than 3:00 p.m. on a regularly scheduled workday, at least five (5) working days prior to the first scheduled day of display. The banners shall be removed only by the Public Works Department at the end of the last scheduled day of display and delivered by City employees back to the Public Works' yard. The banners shall be removed from the Public Works yard by the sponsoring organization within five (5) working days of the scheduled removal date, or the date of delivery back to the yard, whichever occurs later.

ADOPTED: May 4, 2004**AMENDED:****Purpose**

The purpose of this policy is to establish clear guidelines and permit approval process for organizations requesting permission to display vertical banners on City-owned street light poles. City personnel receive an increasing number of these requests, specifically for the decorative light poles on Civic Center Drive and other major corridors. We anticipate more such requests as communities experience improvements and capital improvement projects reach completion.

Background

Council Policy Number 504, "National City Boulevard, Mile of Cars", adopted on January 13, 1985, is limited to guidelines for displaying large horizontal banners (4' x 34'6") across the roadway, from the two sets of banner poles on National City Boulevard at 18th Street and 30th Street.

Intent

The policy and permit process designates the responsibilities and components of banner installation, rotation, maintenance and repairs, new or replacement banners and hardware, and costs related to banner installation are addressed below. The intent of permitting banners to be displayed on street light poles is to support banners announcing events or containing messages of community-wide interest and significance. Those containing messages that promote religious, partisan, political or commercial activities will not be permitted.

Permit Requirements

An organization, civic association or other community groups desiring to use the street light poles to display banners shall submit a permit application to the Public Works/Engineering Department, at least fifteen (15) working days prior to the first requested day of display. A description and diagram or photo of the banner and non-refundable permit filing fee shall accompany the application. The Director of Public Works/Engineering shall review the application, and issue a permit to install the banners if all requirements are met. Public Works Street Division does not have adequate equipment or staffing to perform banner installation and removal, therefore the applicant is responsible for installation and removal of the banners, and must have required insurance.

Location of Available Street Light Poles

Specific locations authorized for posting banners include the forty (40) City-owned street light poles located along both sides of Civic Center Drive, between National City Boulevard and Interstate 5; and forty-eight (48) poles along National City Blvd. in front of the Civic Center, from 12th to 18th Streets, a total of eighty-eight (88) poles. The

number of banners allowed per permit may be limited to a minimum of twenty (20) banners at the discretion of the Director of Public Works/Engineering.

For other areas of interest, staff will designate City-owned street light poles authorized for use, and brackets may need to be installed at the applicant's expense. A significant number of street light poles are owned by SDG&E and banners are not permitted on these.

Message Content

Banner text must contain messages of community-wide interest, significance, and public benefit. These may include announcements of special events, seasonal or holiday decorations, neighborhood themes capital improvement or redevelopment projects, public education messages for promotion of environmental programs, and as a form of public art.

Any banner containing language supporting or referring to the following subjects will not be permitted: 1) a campaign for public office, position initiative, or a specific issue that may be construed to have political or public policy implications; 2) an event or activity of primarily sectarian religious significance; 3) any sale of product or service, whether for profit or not-for-profit, including fund-raising events sponsored by not-for-profit organizations; and 4) any subject that, in effect, does not apply or have interest to the general population of the City of National City. In general, the message language shall be appropriate for display on public property. The message on the banner to be installed may not deviate substantially from that indicated on the approved banner permit. If prior to the installation of the banner, it is apparent that the message does not substantially conform to the permit, the banner will not be erected.

Fees and Charges

An application fee shall be assessed per the Fee Schedule adopted by the City Council for full cost recovery.

Liability and Insurance

The applicant shall be liable for any loss, damage, or injury sustained by the City or any other person, due to the negligence of the person(s) to whom the banner permit is issued. The applicant shall agree to save and keep the City and all its officers, departments and employees harmless from any and all costs damages or expenses that the city or any of its officers, departments and employees may be obliged to pay by reason of, or that may arise out of, the granting and issuance of the banner permit, or the storage, transporting, erecting or displaying of the banner authorized hereby.

The applicant shall maintain a policy of public liability insurance in the sum of one million dollars (\$1,000,000). A certificate of insurance shall be presented upon approval of the permit and before the issuance of a work order to Public Works to erect the banner. The certificate shall specifically name the City of National City as additional insured. The policy shall state that the City shall be given 30 days minimum notification by registered mail in case of expiration or proposed cancellation of the policy.

Specifications

The following shall govern the construction of the banner panels and accessories for use on the City-owned street light poles:

1. The banner shall be 94" in height by 30" wide and double sided (graphics/text on both sides of the banner).
2. The material used for the banner shall be made of durable material for the environment (vinyl or sunbrella)
3. All banners in designated area must be consistent with a pleasant uniform theme and color or design throughout.

Duration, Scheduling and Handling of Banners

To maximize the lifespan and marketing effectiveness of the banners, street banners should be limited to, and rotated, every three to six months. The rotation schedule will be determined by the Director of Public Works/Engineering, annually, based upon the promotional timeframe and availability of banners and labor costs.

Banners promoting City-sponsored activities will have priority, otherwise availability is scheduled on first come, first served basis, only when City-sponsored banners are not scheduled.

Provisions may be modified by mutual agreement among the parties involved and with the approval of the City Manager. The Public Works/Engineering Director shall maintain an annual banner calendar that will allow advance scheduling of banner displays. The applicant shall remove the banners at the end of the last scheduled day of display.

Banner Maintenance and Replacement

Street banners are susceptible to the elements of wind, rain and salt air. The City is not responsible for the condition of street banners due to normal wear and tear. Sponsors of street banners will be responsible for replacement and purchase costs of new banners unfit for display. Banners showing signs of wear and tear detract its visual appeal and purpose. Any torn street banner must be removed by the applicant.

TITLE: Yield & Stop Signs Installation Policy

POLICY #701

ADOPTED: September 15, 1987

AMENDED:

Purpose

To establish warrants for the installation of yield, 2-way stop, and 4-way stop signs.

Policy

Sound engineering practice and liability considerations require uniformity in the installation of these signs. It is particularly important that the installation of these signs be consistently related to a determination of warrants and priorities to minimize the City's liability in case of damage or personal injury claims. The policies herein are used by many cities and have general national acceptance as factors to be analyzed to determine where these kinds of signs should be installed.

The attached policies for installation of yield, 2-way stop, and 4-way stop signs will be used henceforth in planning for and providing these facilities.

The Traffic Safety Committee, City Council, and staff may consider additional factors in establishing warrants for yield and stop signs. A request which has been denied by staff may be appealed to the Traffic Safety Committee and the City Council.

Related Policy References

Council Resolution No. 15,425

POLICY FOR YIELD RIGHT-OF-WAY SIGNS

1. PURPOSE

The purpose of a Yield Sign is to control right-of-way assignments at intersections where control is available and a Stop Sign is not warranted or is unduly restrictive.

2. GENERAL

In order for an intersection to receive consideration for Yield controls, certain factual data must be obtained. These include accident records, visibility conditions, and traffic volumes.

3. POLICY

If the intersection meets any of the following warrants, Yield Signs will be recommended for installation on the streets carrying the minor volume of traffic:

- a. At an intersection where stop sign warrants are not met, where there must have been two accidents correctable by intersection control in a 12-month period, and where the critical speed is over 8 miles per hour.
- b. At an intersection which has between 14 and 18 points on the Two-Way Stop Warrants and a critical speed of over 8 miles per hour.
- c. At the entrance ramp to a freeway where an adequate acceleration lane is not provided.
- d. At a separate or channelized right turn lane where an adequate acceleration lane is not provided.
- e. At any intersection where a special problem exists and where an engineering study indicates the problem to be susceptible to correction by use of the Yield Sign.

POLICY FOR
2-WAY STOP CONTROL

1. PURPOSE

The purpose of stop signs is to control the right-of-way assignment at an intersection. Stop signs are placed at entrances to designated through highways or at any intersection designated by resolution as a stop intersection. In the latter case, these locations are commonly referred to as Intersection Stops. If such a location meets the following warrants, the signs are located on the street carrying the minor volume of entering traffic.

Properly installed stop signs facilitate traffic movement and promote traffic safety.

2. GENERAL

In order for an intersection to receive consideration for 2-way stop control, certain factual data must be obtained. These include accident records, visibility conditions, traffic and pedestrian volumes, and unusual conditions such as proximity of schools, fire stations, etc. Points are assigned to each of these warrants. The total possible points is 30. The installation of 2-way stop control is justified with a total of 18 points.

3. ACCIDENT WARRANT

Three points are assigned for each accident susceptible to correction by stop signs during one full year prior to the investigation. Maximum 9 points.

4. VISIBILITY WARRANT

Where the critical approach speed to the intersection is less than 17 MPH, 1 point shall be assigned for each MPH under 17 MPH. Maximum 9 points.

5. VOLUME WARRANT

a. Major Street: 1 point for every 100 vehicles per day in excess of 500. Maximum 5 points.

b. Minor Street: 1 point for every 25 vehicles and pedestrians* on minor street during the peak hour. Maximum 4 points.

* pedestrians crossing the minor street

6. UNUSUAL CONDITION WARRANT

Where unusual conditions exist, such as a school, fire station, playground, steep hill, etc., points are assigned on the basis of engineering judgment. Maximum 3 points.

REMOVE

POLICY FOR
4-WAY STOP CONTROL

1. PURPOSE

A fully justified, properly installed four-way stop can effectively assign right-of-way, reduce vehicle delay and decrease accidents. Generally, a four-way Stop is reserved for use at the intersection of two through highways, and only as an Interim traffic control measure prior to signalization.

2. GENERAL

The posting of an intersection for four-way stop control should be based on factual data. Warrants to be considered include:

1. Through street conditions.
2. Accident records.
3. Traffic and pedestrian volumes.
4. Unusual conditions such as proximity of schools, fire stations, vision securement, etc.

Points are assigned to each of these warrants. The total possible points is 50. The installation of four-way stop control is justified with a total of 30 points.

3. THROUGH STREET WARRANT

One of the approaching streets to the intersection must be a through highway before the intersection can be considered for four-way stop control. A through highway shall extend at least one mile in both directions from the intersection under consideration and shall meet conditions set forth on Page 8, Section 2f of the Highway Capacity Manual, 1965.

- | | |
|--|----------|
| A. If only one of the intersecting streets is a through highway. | 1-3 Pts. |
| B. If both streets are through highways | 3-5 Pts. |

Maximum 5 points.

4. ACCIDENT WARRANT

Two points are assigned for each accident susceptible to correction by four-way stop control during one full year prior to the investigation.

Maximum 14 points.

5. UNUSUAL CONDITION WARRANT

Where unusual conditions exist at the intersection such as a school, fire station, playground, vision obscurement, etc., points are assigned on the basis of engineering judgment. Unusual conditions shall be considered only if within 500 feet of the intersection.

Maximum 10 points

6. VOLUME WARRANT

- A. Total entering vehicle volume must equal 2,000 vehicles for four highest hours in average day.
- B. Minimum side street vehicular and pedestrian volume must equal 600 vehicles during same four hour period.

Points shall be assigned in accordance with the following tables:

<u>ALL APPROACHES</u>		<u>MINOR STREET PEDESTRIAN VEHICLE VOLUME (BOTH APPROACHES)</u>	
<u>Highest Four Hour Volume</u>	<u>Points</u>	<u>Highest Four Hour Volume</u>	<u>Points</u>
0 – 1400	0	600- 800	1
1401 – 1700	1	801-1200	2
1701 – 2000	2	1201-1400	3
2001 – 2300	3	1401-1600	4
2301 – 2600	4	1601- Over	5
1601 – 2900	5		
2901 – 3200	6		
3201 – 3500	7		
3501 – 3800	8		
3801 – 4100	7		
4101 – 4400	6		
4401 – 4700	5		
4701 – 5000	4		
5001 – 5300	3		
5301 – 5600	2		
5601 – 5900	1		
Over 5900	0		

Maximum 13 Points

7. VOLUME SPLIT WARRANT:

Four -way stops operate best where the minor approach volume and the major approach volume are nearly equal. Points shall be assigned in accordance with the following table:

<u>24-Hour Minor St. Volumes</u> %	
<u>24-Hour Major St. Volumes</u>	<u>Points</u>

95+	8
35 – 94	7
75 – 84	6
65 – 74	5
55 – 64	4
45 – 54	3
35 – 44	2
25 – 34	1
0 – 24	0

Maximum 8 Points

REMOVED

Purpose

To establish warrants for the installation of pedestrian crosswalks in a uniform and safe manner.

Policy

The attached policy on warrants for pedestrian crosswalks will be used for planning and approving all such crosswalk markings. Crosswalk markings serve primarily to guide pedestrians into the proper path and should not be used indiscriminately. Their presence can be detrimental to pedestrian safety since the markings may not be readily apparent to drivers from a safe stopping distance. In general, crosswalks should not be marked at intersections unless they are intended to channelize pedestrians. The State Traffic Manual, 1986 Edition emphasizes the use of marked crosswalks as a channelization device rather than as a safety device. The Manual also lists various vehicular, pedestrian and roadway factors to be considered in determining whether a marked crosswalk should be installed.

Related Policy References

Council Resolution No. 15,426

CITY OF NATIONAL CITY

WARRANTS

PEDESTRIAN CROSSWALKS

In order to qualify for a marked crosswalk, a location must (A) meet the following basic warrants and (B) rate 16 points or more under the following point system:

A) Basic Warrants

1. Pedestrian Volume Warrant

Crosswalks will not be installed where the pedestrian volume is less than 10 pedestrians per hour during the peak pedestrian hour.

2. Approach Speed Warrant

Crosswalks will not be installed on roadways where the 85th percentile approach speeds are in excess of 45 mph. The approach speeds shall be determined by approved engineering speed study techniques.

3. Visibility Warrant

Crosswalks will not be installed unless the motorist has an unrestricted view of all pedestrians at the proposed crosswalk site, for a distance not less than 200' approaching from each direction. Sites with grades, curves and other sight restrictive features will require special attention.

4. Illumination Warrant

Proposed crosswalk site must have adequate crosswalk lighting in existence or scheduled for installation prior to the installation of the crosswalk.

B) Warrant Point System

1. Pedestrian Volume Warrant

<u>Criterion</u>	<u>Point Assignment</u>	
	<u>Pedestrian Total</u>	<u>Points</u>
The total number of pedestrians crossing the street under study during the peak pedestrian hour. This includes pedestrians in both crosswalks at an intersection.	0-10	0
	11-30	2
	31-60	4
	61-90	6
	91-100	8
Crosswalks will not be installed where the ped volume (peak ped hr.) is 10 or less.	Over 100	10
	Maximum	10

Point Assignment

<u>2. General Conditions Warrant Points</u>		<u>Points</u>
(a) Will clarify and define pedestrian routes across complex intersections.		2
(b) Will channelize pedestrians into a significantly shorter path.		2
(c) Will position pedestrians to be seen better by motorists.		2
(d) Will position pedestrian to expose him to fewer vehicles.		2
	Maximum	<u>8</u>

3. Gap Time Warrant

<u>Criterion</u>	<u>Point Assignment</u>	
	Average Number of gaps per 5-minute period	<u>Points</u>
The number of unimpeded vehicle time gaps equal to or exceeding the required pedestrian crossing time in an average five-minute period during the peak vehicle hour.	0 - 0.99	10
	1 - 1.99	8
	2 - 2.99	6
	3 - 3.99	4
	4 - 4.99	2
	5 or over	<u>0</u>
	Maximum	10

Computations

$$(1) \text{ Pedestrian Crossing Time} = \frac{\text{Street width curb to curb}}{4.0 \text{ feet per second}}$$

$$(2) \text{ Average Number of Gaps, per Five-minute Period}$$

$$= \frac{\text{Total unable gap time in seconds}}{\text{Pedestrian Crossing Time} \times 12}$$

Provisions

(A) The above criterion is based on a one-hour field survey consisting of 12 five-minute samples.

(B) All roadways having a raised median or a painted median (4-foot minimum width) will be considered as two separate roadways, if the pedestrian has a protected place to stand out of the path of traffic.

REMOVE

CITY COUNCIL POLICY

CITY OF NATIONAL CITY

TITLE: Street Light Policy

POLICY #706

ADOPTED: February 24, 1987

AMENDED: January 17, 1989

Purpose

The establishment of criteria for street lighting in streets and alleys.

Policy

- A. All signalized intersections shall be lighted by at least two and preferably four 250-watt HPS lights.
- B. That local streets and arterials and collector streets are as designated on the attached sheet. Such definitions are in accordance with the General Plan.
- C. That residential and commercial streets are as designated on the attached sheet which conforms with the National City General Plan.
- D. That the standard light for local residential streets shall be a 150-watt High Pressure Sodium light and the standard interval between these lights shall be 400 feet. Normally, lights will be placed on alternating sides of the street unless this practice is prohibited by power distribution pole location. In cases where streets end in cul-de-sacs, a light will be considered warranted if the closest street light is 300 or more feet away.
- E. That the standard street light for residential arterial and collector streets shall be a 200-watt High Pressure Sodium light and the standard interval between these lights shall be 400 feet.
- F. That the standard street light for commercial arterial and collector streets shall be a 200-watt High Pressure Sodium light and the standard interval between these lights shall be 400 feet.
- G. That present street lighting is considered to be appropriate and will not be changed without specific requests by residents. This policy shall be extended to include the replacement of existing lights with similar or equal substitutes unless a specific request for alteration has been made to the Public Works Department. The only exception to this policy is that replacement of Mercury Vapor lights with High Pressure Sodium Vapor lights of approximately equal lumen intensity is authorized.

- H. That staff is authorized to cause lights to be installed at shorter intervals when, in their opinion, the additional light is warranted by the unusual characteristics of the particular location (vertical curve, dense tree growth, etc.).
- I. That if a resident requests additional street lighting and is refused by staff, staff will provide the Council with the resident's request and the basis for their denial of it within three working days.
- J. That staff is authorized to deviate from the above standards by as much as 100 feet in order to place as many additional lights as practical at intersections. Such deviation will not be considered as requiring the justification to Council mentioned in subparagraph I above.
- K. That staff is authorized to install or have installed upon resident request a maximum of 120 additional street lights per year for a period of five years, which should bring the city up to the standards mentioned in subparagraphs D, E, and F above. Staff is hereby directed to ensure that adequate funding for these additional street lights is contained in account 001-422-221-235 budget submissions.
- L. That requests for street light installation in public alleys will normally be denied unless there are existing SDG&E distribution poles in the alley which can support the requested street light. In the event that there are distribution poles in the alley, staff can order the installation of a light if the criterion established in paragraph D is met. The requirement to notify City Council of denial of a street light request detailed in paragraph I also applies to requests for light installation in alleys. Any light ordered installed in an alley shall be a 150-watt High Pressure Sodium Vapor (HPSV) lamp.

COMMERCIAL

National City Blvd.
 Highland Avenue
 Plaza Boulevard (most)
 Eighth Street (most)
 24th St. west of Highland
 30th/Sweetwater Road (most)
 Tidelands Avenue
 Wilson Avenue
 Harbor Drive
 Hoover Avenue
 Euclid Avenue (Plaza-8th only,
 otherwise primarily designated
 for residential use)
 16th Street (primarily designated
 for residential use)

RESIDENTIAL

All other

18th Street (primarily designated
for residential use)

COLLECTOR/ARTERIAL LOCAL

Division Street
4th Street
8th Street
Plaza Boulevard
16th Street (N.C. Blvd to east
city limit)
18th Street (I-5 to east city limit)
24th Street (except Grove to
Prospect and east of Van Ness
30th/Sweetwater Road (except west
of Hoover)
Highland Avenue
National City Blvd. (including
Osborn St.)
Euclid Avenue
Tidelands Avenue
Civic Center Drive
Harbor Drive
Harbison Avenue (Division to 16th)
Palm Avenue
19th Street (Tidelands to 1-5)
Cleveland (Civic Center Drive to 24th)
Wilson (Civic Center Drive to 24th)
Coolidge (Plaza to 18th)
Hoover (18th to 33rd)
33rd (Hoover to National City Blvd.)
Roosevelt (Division to 16th)
West Avenue
Main Street
"D" Avenue (Division to 30th)
"L" Avenue (16th to 30th)
Granger (18th to Leonard)
Rachael (18th to 20th)
Manchester Street
Reo Drive (proposed Rt. 54 to
Sweetwater)

LOCAL

All other

REMOVE

CITY COUNCIL POLICY

CITY OF NATIONAL CITY

TITLE: Speed Hump Policies

POLICY #708

ADOPTED: August 25, 1992

AMENDED:

PURPOSE

The purpose of this policy is to provide a uniform and equitable procedure for the installation of speed humps on National City streets.

GENERAL

1. The initiation of a request for Speed Hump installation shall be in accordance with the following procedures:
 - a. Requests shall be in the form of a formal Petition (copies of which will be supplied by the City Engineer).
 - b. Petitions shall be circulated by the petitioners.
 - c. A separate petition shall be used for each street segment.
 - d. Petitions shall be circulated among property owners fronting on the street.
 - e. Completed petitions shall be delivered to:
City Engineer
City of National City
1243 National City Boulevard
National City, Ca 91950
 - f. Each Petition shall contain the signature of property owners representing at least 60% of the properties that access directly on the street. Only, one signature per property will be counted.
2. Speed Humps will only be installed in conformance with design guidelines that have been established by the City Engineer at the time of the installation.
3. Speed Humps are still experimental roadway features, therefore; additions, alterations or removals of any or all Speed Humps may occur at any time.
4. Prior to the installation of Speed Humps on each street, the City Engineer will notify the Fire Department, the Police Department and Ambulance Service of said installations for their input (where they may incur delay).

WARRANTS

The installation of Speed Humps on public roads will be considered only if 4 out of the 5 following conditions are met, as determined by the City Engineer:

1. The average traffic volume must exceed 1000 vehicles in a 24 hour period.

2. More than 60% of the surveyed motorists must exceed a speed of 25 mph.
3. The road must have no more than 2 traffic lanes.
4. The road must have a speed limit of 25 mph in accordance with State Law or City Council action.
5. The road must be a local street, i.e., not on the City's Classified Street System.

PROCEDURES

1. After each petition is received, the City Engineer will:
 - a) Verify that each petition contains the required number of signatures.
 - b) Obtain necessary traffic data.
 - c) Ask the National City Police Department to schedule selective speed enforcement on said street at a level relative to the ranking index for each street.
 - d) Verify compliance that all warrants are met.
 - e) A "Ranking Index" will be determined for each street. Points for assigning priority will be based upon the schedule in the Speed Hump Ranking Form.
 - f) Notify the Police Department, the Fire Department and Ambulance Services.
2. All requests for Speed Humps that meet all policies and warrants will be submitted to the Traffic Safety Committee once every 6 months (in August and February), at which time the T.S.C. will openly discuss all relevant issues. The Traffic Safety Committee will then confirm or adjust the ranking, make a recommendation as to which streets (if any) should receive Speed Humps, and recommend the order in which they should be installed.
3. Prior to the Traffic Safety Committee meeting, the City Engineer will prepare a notice of said meeting or hearing inviting all interested individuals to appear and enter into relevant discussions. These notices will be emailed out to all homes (residents and property owners) along the subject street; at all intersection streets, and along all significant diversion streets.
4. Speed Hump installations will be based on available funding.
5. Those streets that are not funded for a given fiscal year will be placed on a new ranking list and they will compete again for funding in the next 6 month cycle on an equal basis with all other requests (i.e., there will be no seniority privileges).

REMOVED

CITY COUNCIL POLICY

CITY OF NATIONAL CITY

TITLE: Installation of Dusk-To-Dawn Lights

POLICY #709

ADOPTED: November 10, 1992

AMENDED:

Purpose

To establish the policy and procedures whereby a citizen can obtain a dusk-to-dawn light under the City's program.

Policy

Homeowner must fill out and return an application for a light from the Police Department.

Application must be filled out by homeowner and returned to the Police Department. Police will check each request by visiting each individual location. The officer will consider the darkness of the area, how close it is to a street light, and if there are other dusk-to-dawn lights in the area.

Police officer will determine if a light is needed after visiting the site. Approved applications will be sent to Parks & Recreation who will then forward applications to Purchasing Department.

Purchasing will coordinate the installation with an electrical contractor.

If the homeowner and contractor disagree on the location of the light, the Police Department will determine where the light will be installed.

Lights will be purchased and installed by the City of National City. Homeowner /resident is responsible for maintenance and replacement costs and utility cost.

Related Policy References

None

CITY COUNCIL POLICY

CITY OF NATIONAL CITY

TITLE: Policy for 50/50 Curb and Gutter, Sidewalk, Driveway and Retaining Wall Program	POLICY #903
ADOPTED: November 15, 1988	AMENDED: May 28, 1996

POLICY FOR 50/50 CURB AND GUTTER, SIDEWALK, DRIVEWAY AND RETAINING WALL PROGRAM

“THIS PROGRAM APPLIES TO SINGLE FAMILY RESIDENTIAL PROPERTIES ONLY”

REQUIREMENTS:

- A. Properties must front on a dedicated public street on which curb and gutter and/or sidewalk and driveway (portion within the public right-of-way) are missing or damaged.
- B. Retaining Wall:
Retaining walls can be constructed at locations where the City experiences periodic slope erosion and soil sloughing on to the sidewalk. This program applies only to the residential properties and does not apply to vacant properties.
 - 1. Type of Retaining Walls:
They shall be either masonry or reinforced concrete per the adopted edition of the San Diego Area Regional Standard Drawings.
 - 2. Maximum Height:
They shall be high enough to provide for a minimum of a 2:1 backfill slope and a drainage ditch if required.
 - 3. Locations:
They shall be constructed facing the public right-of-way. The exact location is to be determined by the City Engineer.
- C. If CDBG funding is used, the participating property owner (owner-occupied housing) or tenant (rental property) in the program must be qualified as being within the H.U.D. income limits as determined by the attached Low Income Limit Schedule., The total household income (income from all members of the household) shall not exceed those limits. The low income household limits are

**TITLE: Policy for 50/50 Curb and Gutter, Sidewalk,
Driveway and Retaining Wall Program**

POLICY #903

ADOPTED: November 15, 1988

AMENDED: May 28, 1996

- D. adjusted for household sizes 1 through 8 of the attached schedule. The owner will be required to fill-out the Pledge of Full Disclosure form also attached.
- E. The program does not apply to improvements required as a condition of a parcel map or a subdivision map. Section 17.28 of the Municipal Code requires that the subdivider construct the missing improvements, (curb, gutter, driveway, and sidewalk) at his expense.

PROCEDURES:

- 1. Work performed by a Contractor through a City Contract:
 - A. Engineering Department will make an estimate of the cost of the public improvements based on current market price.
 - B. Property owner will be required to submit an application for the Sidewalk, Curb and Gutter, and Retaining Wall Permit.
 - C. The property owner will be required to deposit 50% of the estimated construction costs with the Engineering Department.
 - D. The Engineering Department will follow the established bid procedures to obtain at least three bid proposals.
 - E. The Engineering Department will enter into a contract with the lowest, responsible bidder to do the work.
 - F. The contractor will be required to submit evidence of insurance coverage, and State and City business license before approval of the permit application. The work permit is issued to the Contractor at no charge.
 - G. If there are any funds remaining or if additional funds are needed after the project is complete, funding adjustment will be made.
- 2. Work performed by the property owner:
 - A. Property owner will be required to fill-out an application for the sidewalk, curb and gutter, and retaining wall permit, and pay permit fees.

**TITLE: Policy for 50/50 Curb and Gutter, Sidewalk,
Driveway and Retaining Wall Program**

POLICY #903

ADOPTED: November 15, 1988

AMENDED: May 28, 1996

- B. Property owner will be required to deposit a check for \$100.00 with the Engineering Department. This amount will be refunded to the owner after a final inspection of the project.
- C. The property owner will be required to sign affidavit (attached) stating that he/she will perform the work in accordance with the adopted edition of the San Diego Regional Standard Drawings, the Standard Specifications for Public Works Construction and the National City Standard Drawings and Ordinance.
- D. After final inspection of the work and quantity take-off, the Engineering Department will pay the owner 50% of the average cost of improvements.

City Council Meeting of May 28, 1996

RESOLUTION NO. 2016 –

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NATIONAL CITY
DELETING CITY COUNCIL POLICY NOS. 504 (MILE OF CARS BANNER
PROGRAM), 505 (NATIONAL CITY STREET BANNERS), 701 (STOP SIGN
INSTALLATION), 702 (PEDESTRIAN CROSSWALK INSTALLATION),
706 (STREET LIGHT POLICY), 708 (SPEED BUMP POLICY),
709 (INSTALLATION OF DUSK TO DAWN LIGHTS), AND 903
(50/50 CURB, GUTTER, SIDEWALK, AND RETAINING WALL PROGRAM)

WHEREAS, pursuant to City Council Policy No. 101, the City Council Policy Manual is reviewed on an annual basis, and updated as necessary; and

WHEREAS, staff proposes deleting the following policies from Chapters 500, 700 and 900 of the City Council Policy Manual:

POLICY NO.	TITLE	REASON
504	Mile of Cars Banner Program	Addressed through TUP process. Content reviewed for consistency with NCMC Chapter 18.47 (Sign Ordinance)
505	National City Street Banner Program	Addressed through TUP process. Content reviewed for consistency with NCMC Chapter 18.47 (Sign Ordinance)
701	Stop Sign Installation	Warrants / guidelines provided through CA Manual on Uniform Traffic Control Devices
702	Pedestrian Crosswalk Installation	Warrants / guidelines provided through CA Manual on Uniform Traffic Control Devices and Americans with Disabilities Act (ADA)
706	Street Light Policy	Replaced by National City Street Light Manual
708	Speed Hump Policies	No longer applicable. All requests for traffic calming are reviewed by City Engineer. Warrants for traffic calming measures are evaluated using State and regional traffic engineering guidelines and best practices.
709	Installation of Dusk to Dawn Lights	Program no longer applicable
903	50/50 Curb, Gutter, Sidewalk and Retaining Wall Program	Program no longer applicable

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of National City hereby authorizes deleting City Council Policies Nos. 504 (Mile of Cars Banner Program), 505 (National City Street Banner Program), 701 (Stop Sign Installation), 702 (Pedestrian Crosswalk Installation), 706 (Street Light Policy), 708 (Speed Bump Policy), 709 (Installation of Dusk to Dawn Lights), and 903 (50/50 Curb, Gutter, Sidewalk, and Retaining Wall Program).

PASSED and ADOPTED this 15th day of November, 2016.

Ron Morrison, Mayor

ATTEST:

Michael R. Dalla, City Clerk

APPROVED AS TO FORM:

George H. Eiser, III
Interim City Attorney

The following page(s) contain the backup material for Agenda Item: Resolution of the City Council of the City of National City authorizing the Mayor to execute an agreement with Chandler Asset Management, Inc. (“Chandler”) for investment management and investment advisory services for a three-year term with two additiona

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: November 15, 2016

AGENDA ITEM NO.

ITEM TITLE:

Resolution of the City Council of the City of National City authorizing the Mayor to execute an agreement with Chandler Asset Management, Inc. ("Chandler") for investment management and investment advisory services for a three-year term with two additional one-year options.

PREPARED BY: Mark Roberts, Director of Finance

PHONE: 619-336-4265

DEPARTMENT: Finance

APPROVED BY: Mark Roberts

EXPLANATION:

See attached staff report.

FINANCIAL STATEMENT:

ACCOUNT NO.

NA

APPROVED: Mark Roberts

Finance

APPROVED: _____

MIS

ENVIRONMENTAL REVIEW:

This is not a project and, therefore, not subject to environmental review.

ORDINANCE: **INTRODUCTION:** ☐ **FINAL ADOPTION:** ☐

STAFF RECOMMENDATION:

Adopt the resolution, authorizing the Mayor to execute the agreement with Chandler Asset Management, Inc. for investment management and investment advisory services for a three-year term with two additional one-year options.

BOARD / COMMISSION RECOMMENDATION:

NA

ATTACHMENTS:

1. Chandler Asset Management, Inc. Agreement
2. Resolution



City Council Staff Report

November 15, 2016

ITEM

Resolution of the City Council of the City of National City authorizing the Mayor to execute an agreement with Chandler Asset Management, Inc. (“Chandler”) for investment management and investment advisory services for a three-year term with two additional one-year options.

BACKGROUND

Prior to February 29, 2012, management of the investment of the City’s surplus funds was performed internally (i.e., by City staff) with investments placed in investment pools and short-to medium-term securities. Following a request for proposals (“RfP”) process, on November 15, 2011, the City Council approved an agreement with Chandler to provide investment management services to the City for a two-year term with three additional one-year options. The agreement includes an annual investment management fee of an annual rate of 0.06% (6 basis points) based upon the average daily balance of assets under Chandler’s direct management with the provision the rate schedule would increase, as follows, upon an increase of the federal funds target rate by the Federal Open Market Committee (FOMC):

<u>Assets under Management</u>	<u>Annual Investment Management Fee</u>
First \$20M	0.10% (10 basis points)
Next \$40M	0.08% (8 basis points)
Assets in excess of \$60M	0.06% (6 basis points)

\$20 million dollars was transferred for management by Chandler on February 29, 2012.

An additional \$2 million dollars was transferred to the Chandler portfolio on April 29, 2015.

The FOMC increased the federal funds target rate 0.25% from a range of 0-0.25% to a range of 0.25-0.50% on December 16, 2015, as a result increasing Chandler’s fee to 0.10% (10 basis points) on \$20 million dollars of the City’s assets under its management and 0.08% (8 basis points) on the remaining portion of approximately \$2.5 million dollars it manages (including investment earnings and accrued interest).

In anticipation of the expiration of the third amendment to the Chandler agreement on November 15, 2016, the City issued an RfP for investment management and advisory services on September 1, 2016.

Resolution of the City Council of the City of National City authorizing the Mayor to execute an agreement with Chandler Asset Management, Inc. (“Chandler”) for investment management and investment advisory services for a three-year term with two additional one-year options.
November 15, 2016

CURRENT INVESTMENT PORTFOLIO

The City’s surplus funds investment portfolio currently is divided into three portions, each of which is managed separately by Chandler, the California Local Agency Investment Fund (LAIF), and the County of San Diego Pooled Money Fund (“San Diego County Pool”). As of September 30, 2016, the surplus funds investment portfolio totalled \$58,686,526, comprising the following investments:

LAIF	\$31,054,631
Chandler	22,541,845
<u>San Diego County Pool</u>	<u>5,090,050</u>
Total	\$58,686,526

REQUEST FOR PROPOSALS PROCESS

As noted above, the City issued an RfP for investment management and advisory services on September 1, 2016. The RfP was sent to several investment management firms and was posted on the City's website and the California Society of Municipal Finance Officers (CSMFO) website. Responses to the RfP were due by 5:00 pm on September 22, 2016.

The City received seven (7) proposals in response to the RfP. The firms submitting proposals, listed in alphabetical order, are:

Chandler Asset Management, Inc.;
Dana Investment Advisors, Inc.;
Garcia Hamilton & Associates, LP;
HighMark Capital Management, Inc.;
LM Capital Group, LLC;
Multi-Bank Securities, Inc.;
Vanguard Institutional Advisory Services.

Staff reviewed all proposals, and those firms whose proposals were considered most responsive to the RfP and deemed best suited to provide the services desired were invited for panel interviews. The four (4) firms selected to advance, in alphabetical order, are:

Chandler Asset Management, Inc.;
Dana Investment Advisors, Inc.;
HighMark Capital Management, Inc.;
LM Capital Group, LLC.

The interview panel included the following members:

Mitch Beauchamp, City Treasurer;
Stacey Stevenson, Deputy City Manager;
Mark Roberts, Director of Finance;
Tim McDermott, Director of Finance / Treasurer, City of Santee;
Lauren Warren, Director of Finance / Treasurer, City of Vista.

Resolution of the City Council of the City of National City authorizing the Mayor to execute an agreement with Chandler Asset Management, Inc. (“Chandler”) for investment management and investment advisory services for a three-year term with two additional one-year options.
November 15, 2016

In order to rank the firms and provide a recommendation to the City Council, the interview panel considered:

- relevant experience with California municipal governments;
- commitment of key members of the firm to the City’s portfolio;
- demonstrated knowledge of the work/services required;
- proposed investment management and investment advisory methodology; and
- cost of services.

After reviewing and considering each proposal, the panel unanimously selected Chandler as the highest-ranking firm.

CHANDLER ASSET MANAGEMENT (from submitted proposal)

Founded in 1988, Chandler is an SEC-registered, woman-owned corporation headquartered in San Diego which specializes in the management of fixed-income portfolios for the public sector. As of June 30, 2016, Chandler managed more than \$12.4 billion in assets for clients across the United States, including almost \$9.8 billion for 122 public agencies. In addition, more than \$9.7 billion of the total assets under its management are those of California clients – 389 as of June 30th.

RECOMMENDATION

Staff recommends the City Council authorize the Mayor to execute the agreement with Chandler Asset Management, Inc. for investment management and investment advisory services for a three-year term with two additional one-year options.

FISCAL IMPACT

Chandler’s annual investment management fees will be based upon the average balance of assets under its direct management, in accordance with the following schedule:

<u>Assets under Management</u>	<u>Annual Investment Management Fee</u>
First \$10M	0.10% (10 basis points)
Next \$30M	0.08% (8 basis points)
Assets in excess of \$40M	0.06% (6 basis points)

These fees do not include custody fees the City may incur for third party custodial services; however, these fees are minimal.

The fees are all inclusive for the services Chandler will provide, including:

- management of the City's investment portfolio;
- review of the City’s investment policy for recommended changes based upon legislative changes and other relevant market conditions;
- meeting with City staff at least quarterly to review the investment portfolio and investment performance;

Resolution of the City Council of the City of National City authorizing the Mayor to execute an agreement with Chandler Asset Management, Inc. (“Chandler”) for investment management and investment advisory services for a three-year term with two additional one-year options.
November 15, 2016

- developing and implementing investment strategies intended to maximize the portfolio’s performance;
- providing monthly investment reports for the portfolio;
- providing City staff with on-line access to its current investment account information;
- providing semi-annual and annual performance reports, as needed.

The fees will be deducted from the investment portfolio’s assets.

Taking into account the City’s current Chandler investment portfolio balance, the fee schedule’s “blended” rate (i.e., the effective rate resulting after application of the fee rates to the portfolio’s balance according to the schedule) represents a slight reduction in comparison to the current Chandler fee schedule. The following table illustrates this difference based upon assets under Chandler management as of September 30, 2016.

<u>Current</u>			<u>Proposed</u>		
Balance	Rate	Fee	Balance	Rate	Fee
\$ 20,000,000	0.10%	\$ 20,000	\$ 10,000,000	0.10%	\$ 10,000
\$ 2,541,845	0.08%	\$ 2,033	\$ 12,541,845	0.08%	\$ 10,033
\$ 22,541,845		\$ 22,033	\$ 22,541,845		\$ 20,033

As noted above, the balance of the City’s assets currently managed by Chandler is \$22,541,845, and at this level of investment, the approximate annual fiscal impact will be \$20,000; however, since the fee is calculated on a percentage basis, it will fluctuate over time, increasing as the (Chandler-managed) portfolio balance increases and decreasing should the balance decrease.

The future amount(s) to be invested with Chandler will be dependent on cash flow analysis(es) which will be conducted by City staff.

ATTACHMENTS

Attachment 1 – Chandler Asset Management, Inc. Agreement

Attachment 2 – Resolution

RESOLUTION NO. 2016 –

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NATIONAL CITY
AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH
CHANDLER ASSET MANAGEMENT, INC., FOR INVESTMENT MANAGEMENT
AND INVESTMENT ADVISORY SERVICES FOR A THREE-YEAR TERM
WITH AN OPTION TO EXTEND FOR TWO ADDITIONAL ONE-YEAR TERMS

WHEREAS, the City desires to employ a consultant to provide investment management and investment advisory services for a term of three-years; and

WHEREAS, the City has determined that Chandler Asset Management, Inc., (“Chandler”) is an investment advisor registered with the Securities and Exchange Commission (“SEC”) under the Investment Advisers Act of 1940, and is qualified by experience and ability to perform the services desired by the City; and

WHEREAS, Chandler is willing to perform such services for a period of three years with an option to extend for two additional one-year terms.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of National City hereby authorizes the Mayor to execute an Agreement with Chandler Asset Management, Inc., for investment management and investment advisory services for a three-year term with an option to extend for two additional one-year terms. Said Agreement is on file in the office of the City Clerk.

PASSED and ADOPTED this 15th day of November, 2016.

Ron Morrison, Mayor

ATTEST:

Michael R. Dalla, City Clerk

APPROVED AS TO FORM:

George H. Eiser, III
Interim City Attorney

The following page(s) contain the backup material for Agenda Item: Warrant Register #15 for the period of 10/05/16 through 10/11/16 in the amount of \$1,678,692.56.
(Finance)

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: November 15, 2016

AGENDA ITEM NO.

ITEM TITLE:

Warrant Register #15 for the period of 10/05/16 through 10/11/16 in the amount of \$1,678,692.56.
(Finance)

PREPARED BY: K. Apalategui

PHONE: 619-336-4572

DEPARTMENT: Finance

APPROVED BY: 

EXPLANATION:

Per Government Section Code 37208, attached are the warrants issued for the period of 10/05/16 through 10/11/16.

Consistent with Department of Finance, listed below are all payments above \$50,000.

<u>Vendor</u>	<u>Check/Wire</u>	<u>Amount</u>	<u>Explanation</u>
Innovative Construction	325698	57,795.50	Plaza and 14 th St. Project
Public Emp Ret System	10052016	410,286.14	Service Period 09/13/16 – 09/26/16

FINANCIAL STATEMENT:

ACCOUNT NO.

Warrant total \$1,678,692.56.

APPROVED: 

Finance

APPROVED: _____

MIS

ENVIRONMENTAL REVIEW:

This is not a project and, therefore, not subject to environmental review.

ORDINANCE: INTRODUCTION: ☐

FINAL ADOPTION: ☐

STAFF RECOMMENDATION:

Ratify warrants totaling \$1,678,692.56.

BOARD / COMMISSION RECOMMENDATION:

N/A

ATTACHMENTS:

Warrant Register #15



WARRANT REGISTER #15
10/11/2016

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHK NO</u>	<u>DATE</u>	<u>AMOUNT</u>
ABLE PATROL & GUARD	SECURITY GUARD SERVICES / LIBRARY	325659	10/11/16	2,945.20
AMAZON	BOOKS / LIBRARY	325660	10/11/16	2,856.40
BAKER & TAYLOR	BOOKS / LIBRARY	325661	10/11/16	1,137.97
BRODART CO	BOOK PROCESSING SUPPLIES / LIBRARY	325662	10/11/16	240.91
DEMCO INC	BOOK PROCESSING SUPPLIES / LIBRARY	325663	10/11/16	146.41
LAKESHORE LEARNING MATERIALS	MATERIALS FOR TUTORS & LEARNERS / LIBRARY	325664	10/11/16	98.07
LASER SAVER INC	MOP# 45725 - SUPPLIES / LIBRARY	325665	10/11/16	168.79
MIDWEST TAPE	DVD'S / LIBRARY	325666	10/11/16	1,487.14
NEW READERS PRESS	WORKBOOKS FOR LITERACY SERVICES / LIBRARY	325667	10/11/16	284.40
SERRA COOPERATIVE LIB SYSTEM	MEMBERSHIP DUES FOR FY 2016-17 / LIBRARY	325668	10/11/16	3,294.81
STAPLES BUSINESS ADVANTAGE	MOP #45704 - SUPPLIES / LIBRARY	325669	10/11/16	52.09
U S POSTMASTER	POSTAGE FOR OVERDUE NOTICES / LIBRARY	325670	10/11/16	98.00
1903 SOLUTIONS LLC	FORTIGATE ANNUAL RENEWAL / MIS	325671	10/11/16	6,190.00
4 IMPRINT INC	PENS / STATE OF CITY ADDRESS	325672	10/11/16	1,854.02
ADAMSON POLICE PRODUCTS	EQUIPMENT / POLICE DEPARTMENT	325673	10/11/16	1,484.16
AT&T	AT&T SEPTEMBER 2016	325674	10/11/16	38.95
AT&T	AT&T PHONE SERVICE SEPTEMBER 2017	325675	10/11/16	38.42
AT&T MOBILITY	AT&T WIRELESS SEPTEMBER 2016	325676	10/11/16	400.66
AYRES MORENO VALLEY	ADV LODGING SUB / HONOR GUARD / PD	325677	10/11/16	838.51
BEAUCHESNE, D	TRAINING REIMBURSEMENT	325678	10/11/16	304.53
BOOT WORLD	MOP#69096 SAFETY BOOTS	325679	10/11/16	250.00
BROADWAY AUTO ELECTRIC	MOP#72447 AUTO SUPPLIES	325680	10/11/16	321.55
CALIFORNIA AIR COMPRESSOR CO	FILTER / PW	325681	10/11/16	1,024.60
CAMEON, C	EDUCATIONAL REIMBURSEMENT / PD	325682	10/11/16	1,620.00
CEB	LEGAL PUBLICATION/CITY ATTORNEY	325683	10/11/16	387.72
CLF WAREHOUSE	MOP#80331 AUTO PARTS / PW	325684	10/11/16	694.12
COUNTY OF SAN DIEGO	RCS OCTOBER 2016	325685	10/11/16	7,931.98
COX COMMUNICATIONS	COX BASIC SERVICES PD SEPTEMBER 2016	325686	10/11/16	514.76
DANIELS TIRE SERVICE	MOP#76986 TIRES	325687	10/11/16	729.19
DEESE, L	TRAVEL. REIMBURSEMENT/CITY MANAGER	325688	10/11/16	614.95
DIMENSION DATA	FS31 PHONE REPAIR	325689	10/11/16	210.00
ENTERPRISE FLEET MANAGEMENT	ENTERPRISE FLEET LEASE & MAINTENANCE	325690	10/11/16	14,516.51
FEDEX	FEDEX SHIPMENT / CITY ATTORNEY	325691	10/11/16	26.29
FLYERS ENERGY LLC	VEHICLE SUPPLIES	325692	10/11/16	1,079.45
GOVCONNECTION INC	FORTINET SUPPORT / MIS	325693	10/11/16	861.34
GRAINGER	MOP#65179 BUILDING SUPPLIES	325694	10/11/16	946.67
GRANICUS INC	MONTHLY MANAGED SERVICES / OCTOBER 16	325695	10/11/16	1,702.35
GTC SYSTEMS INC	GTC TECH SERVICES SEPTEMBER 2016	325696	10/11/16	5,812.50
HUNTER'S NURSERY INC	MOP#45719 HORTICULTURAL ITEMS	325697	10/11/16	91.58
INNOVATIVE CONSTRUCTION	PLAZA AND 14TH ST. PROJECT	325698	10/11/16	57,795.50
IRON MOUNTAIN	RECORDS MANAGEMENT & DOCUMENT STORAGE	325699	10/11/16	169.17
JERAULDS CAR CARE CENTER	MOP#72449 AUTO PARTS / PW	325700	10/11/16	100.00
LA PRENSA SAN DIEGO	LEGAL ADVERTISING - NOTICE OF CANDIDATES	325701	10/11/16	84.00
LEFORTS SMALL ENGINE REPAIR	MOP#80702 AUTO PARTS / PW	325702	10/11/16	118.81
MAINTEX INC	CITY WIDE JANITORIAL SUPPLIES / PW	325703	10/11/16	1,456.79
METRO AUTO PARTS DISTRIBUTOR	MOP#75943 AUTO PARTS / PW	325704	10/11/16	388.68
MILE OF CARS ASSOCIATION	LANDSCAPE MAINT DISTRICT 1 - 2016 GEN BENEFIT	325705	10/11/16	12,655.80
MORRISON, R	REIMB / DECORATIONS FOR STATE OF THE CITY	325706	10/11/16	713.79
MOSSY NISSAN	MOP#80703 AU	325707	10/11/16	191.73



WARRANT REGISTER #15
10/11/2016

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHK NO</u>	<u>DATE</u>	<u>AMOUNT</u>
NATIONAL CITY TROPHY	MOP 66556 ENGRAVING FOR TROPHY	325708	10/11/16	126.72
NGUOI VIET TODAY NEWS	LEGAL ADVERTISING - NOTICE OF CANDIDATES	325709	10/11/16	30.00
O'REILLY AUTO PARTS	MOP#75877 AUTO SUPPLIES	325710	10/11/16	375.17
ORKIN	PEST CONTROL SERVICES / PW	325711	10/11/16	268.09
PACIFIC TELEMAGEMENT SERVICE	PACIFIC TELEMAGEMENT SERVICES OCTOBER	325712	10/11/16	78.00
PARADISE CREEK HOUSING PARTNER	PARADISE CREEK/SEWER PROJECT	325713	10/11/16	18,015.00
PCS MOBILE	PCS MOBILE GPS RETROFIT	325714	10/11/16	12,753.00
PENSKE FORD	MOP#49078 AUTO PARTS	325715	10/11/16	746.80
TEYSSIER, P	REFUND OF C&D #99255	325716	10/11/16	161.00
PORAC LEGAL DEFENSE FUND	LEGAL DEFENSE FUND / PD	325717	10/11/16	148.50
POWERSTRIDE BATTERY CO INC	MOP#67839 AUTO SUPPLIES / PW	325718	10/11/16	15.44
PRO BUILD	MOP#45707 SUPPLIES / PW	325719	10/11/16	1,578.89
PRUDENTIAL OVERALL SUPPLY	MOP#45742 LAUNDRY SERVICES / PW	325720	10/11/16	546.39
RANDALL LAMB ASSOCIATES INC	N.C. FACILITIES MAINT. SUPPORT PROJECT	325721	10/11/16	1,500.00
RELY ENVIRONMENTAL	NATIONAL CITY PUBLIC YARD PROJECT	325722	10/11/16	805.50
RON TURLEY ASSOCIATES INC	RTA SOFTWARE SUPPORT	325723	10/11/16	1,650.00
S & J BUILDERS & RESTORATION	REPAIRS TO WROUGHT IRON GATE	325724	10/11/16	432.00
S & S WELDING	SPECIAL TRAF GRATE / PW	325725	10/11/16	468.70
S D COUNTY SHERIFF'S DEPT	RANGE USE / PD	325726	10/11/16	200.00
SAM'S ALIGNMENT SERVICE	MOP#72442 AUTO SERVICE / PW	325727	10/11/16	45.00
SAN DIEGO FRICTION PRODUCTS	MOP#80333 AUTO PARTS / PW	325728	10/11/16	105.68
SAN DIEGO PET SUPPLY	MOP 45753 K9 EXPENSES / PD	325729	10/11/16	363.52
SAN DIEGO UNION TRIBUNE	LEGAL NOTICES ADVERTISING	325730	10/11/16	691.12
SCST INC	EL TOYON & KIMBALL PARK PROJECT	325731	10/11/16	11,796.00
SEWARD, G	ADV SUBSISTENCE FOR CATO CONFERENCE	325732	10/11/16	424.80
SHERWIN WILLIAMS	PAINT SUPPLIES / PW	325733	10/11/16	1,394.78
SMART & FINAL	MOP 45756 USE OF FORCE SUPPLIES	325734	10/11/16	234.16
SMART SOURCE OF CALIFORNIA LLC	MOP 63845 OFFICE SUPPLIES/CIT ATTORNEY	325735	10/11/16	74.12
SPEEDPRO IMAGING	GRAPHICS FOR CITY VEHICLES	325736	10/11/16	700.20
SPOK INC	PAGING SERVICES / SEPTEMBER 2016	325737	10/11/16	655.49
SPRINGER, K	MEAL REIMB / TASER COURSE / PD	325738	10/11/16	60.91
STAPLES BUSINESS ADVANTAGE	MOP 45704 OFFICE SUPPLIES/PD	325739	10/11/16	1,237.30
SULLIVAN, C	ADV SUBSISTENCE / CATO CONFERENCE / PD	325740	10/11/16	424.80
TERRA BELLA NURSERY INC	LANDSCAPE SUPPLIES	325741	10/11/16	296.18
THE HOME DEPOT CREDIT SERVICES	BETTER 4 X 3/8 IN KNIT MINI 6PK / NSD	325742	10/11/16	167.86
THOMSON REUTERS WEST	ONLINE LEGAL RESEARCH / SEPT 2016	325743	10/11/16	809.85
TNG SECURITY INC	MOP#45754 KEYS / PW	325744	10/11/16	42.52
TRITECH SOFTWARE SYSTEMS	TRITECH SOFTWARE SUPPORT	325745	10/11/16	10,200.00
U S BANK	CREDIT CARD EXPENSES/CITY ATTORNEY	325746	10/11/16	1,560.70
U S BANK	CREDIT CARD EXPENSES / CITY MGR	325747	10/11/16	943.91
US BANK	CREDIT CARD EXPENSE / PD	325748	10/11/16	4,953.81
VERIZON WIRELESS	VERIZON WIRELESS SEPTEMBER 2016	325749	10/11/16	11,439.37
VISION INTERNET PROVIDERS	VISION INTERNET INVOICE	325750	10/11/16	7,806.00
VISTA PAINT	MOP#80622 PAINT SUPPLIES	325751	10/11/16	2,863.60
WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES / PW	325752	10/11/16	439.89
WEST PAYMENT CENTER	WEST INFORMATION CHARGES	325753	10/11/16	482.96
WEST PAYMENT CENTER	LEGAL PUBLICATIONS/CITY ATTORNEY	325754	10/11/16	158.05
WESTFLEX INDUSTRIAL	MOP#63850 PIPE SUPPLIES	325755	10/11/16	348.90
WHILLOCK CONTRACTING	LAMBS PLAY H	325756	10/11/16	4,918.60



WARRANT REGISTER #15
10/11/2016

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHK NO</u>	<u>DATE</u>	<u>AMOUNT</u>
WILLY'S ELECTRONIC SUPPLY	MOP#45763 ELECTRICAL SUPPLIES	325757	10/11/16	379.00
FARINGHY, A	MEDIC FEES REIMBURSEMENT / FD	325758	10/11/16	217.00
FITNESS DIRECT	DUMBBELLS / FIRE	325759	10/11/16	54.38
INTERNATIONAL CODE COUNCIL	REGISTRATION: BLDG.	325760	10/11/16	200.00
PARRA, F	TRAVEL EXPENSE REIMB / FD	325761	10/11/16	240.10
RIVERA, V	TRAVEL EXPENSE REIMB / FD	325762	10/11/16	167.29
SANCHEZ, E	TRAVEL EXPENSE REIMB / FD	325763	10/11/16	885.70
U S BANK	CREDIT CARD EXPENSES / FIRE	325764	10/11/16	6,655.71
			A/P Total	251,307.73
WIRED PAYMENTS				
PUBLIC EMP RETIREMENT SYSTEM	SERVICE PERIOD 09/13/16 - 09/26/16	10052016	10/5/16	410,286.14
PAYROLL				
Pay period	Start Date	End Date	Check Date	
21	9/27/2016	10/10/2016	10/19/2016	1,017,098.69
		GRAND TOTAL		<u>\$1,678,692.56</u>

Certification

IN ACCORDANCE WITH SECTION 37202, 37208, 372059 OF THE GOVERNMENT CODE, WE HEREBY CERTIFY TO THE ACCURACY OF THE DEMANDS LISTED ABOVE AND TO THE AVAILABILITY OF FUNDS FOR THE PAYMENT THEREOF AND FURTHER THAT THE ABOVE CLAIMS AND DEMANDS HAVE BEEN AUDITED AS REQUIRED BY LAW.



MARK ROBERTS, FINANCE

LESLIE DEESE, CITY MANAGER

FINANCE COMMITTEE

RONALD J. MORRISON, MAYOR-CHAIRMAN

JERRY CANO, VICE-MAYOR

ALEJANDRA SOTELO-SOLIS, MEMBER

MONA RIOS, MEMBER

ALBERT MENDIVIL, MEMBER

I HEREBY CERTIFY THAT THE FOREGOING CLAIMS AND DEMANDS WERE APPROVED AND THE CITY TREASURER IS AUTHORIZED TO ISSUE SAID WARRANTS IN PAYMENT THEREOF BY THE CITY COUNCIL ON THE 15th OF NOVEMBER, 2016.

AYES _____

NAYS _____

ABSENT _____

The following page(s) contain the backup material for Agenda Item: Warrant Register #16 for the period of 10/12/16 through 10/18/16 in the amount of \$1,044,386.75.
(Finance)

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: November 15, 2016

AGENDA ITEM NO. |

ITEM TITLE:

Warrant Register #16 for the period of 10/12/16 through 10/18/16 in the amount of \$1,044,386.75.
(Finance)

PREPARED BY: K. Apalategui

DEPARTMENT: Finance

PHONE: 619-336-4572

APPROVED BY: 

EXPLANATION:

Per Government Section Code 37208, attached are the warrants issued for the period of 10/12/16 through 10/18/16.

Consistent with Department of Finance, listed below are all payments above \$50,000.

<u>Vendor</u>	<u>Check/Wire</u>	<u>Amount</u>	<u>Explanation</u>
Health Net Inc	325787	72,555.25	Ins R1192A / Oct 2016
Kaiser Foundation HP	325789	183,154.50	Kaiser Ins Active / Oct 2016
SDG&E	325809	74,590.96	Streets Division Gas & Electric Charges
City National Bank	721908	489,475.00	NCJPFA Lease Revenue Refunding

FINANCIAL STATEMENT:

ACCOUNT NO.

Warrant total \$1,044,386.75.

APPROVED: 

Finance

APPROVED: _____

MIS

ENVIRONMENTAL REVIEW:

This is not a project and, therefore, not subject to environmental review.

ORDINANCE: INTRODUCTION: ☐

FINAL ADOPTION: ☐

STAFF RECOMMENDATION:

Ratify warrants totaling \$1,044,386.75.

BOARD / COMMISSION RECOMMENDATION:

N/A

ATTACHMENTS:

Warrant Register #16



WARRANT REGISTER #16
10/18/2016

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHK NO</u>	<u>DATE</u>	<u>AMOUNT</u>
ACE UNIFORMS & ACCESSORIES INC	SAFETY BOOTS / NSD	325765	10/18/16	1,178.09
ADAMSON POLICE PRODUCTS	SCA SUMMIT LEVEL IIIA BALLISTIC VEST / PD	325766	10/18/16	790.26
AETNA RESOURCES FOR LIVING	EMPLOYEE ASSISTANCE PROGRAM/OCTOBER	325767	10/18/16	801.92
BAVENCOFF JR, D	ADV SUBS / POST MANAGEMENT COURSE / PD	325768	10/18/16	703.13
BEST BEST & KRIEGER ATTNY LAW	PROFESSIONAL SERVICES PROVIDED	325769	10/18/16	587.10
BLACKIE'S TROPHIES AND AWARDS	MOP 67727 METAL NAME TAG/PD	325770	10/18/16	98.28
BOOT WORLD	MOP# 64096. SAFETY BOOTS / NSD	325771	10/18/16	222.18
C A P F	FIRE LTD / OCT 2016	325772	10/18/16	760.50
CALIFORNIA LAW ENFORCEMENT	PD LTD / OCT 2016	325773	10/18/16	2,082.50
CLAIMS MANAGEMENT ASSOCIATES	RISK MONTHLY SERVICES/SEPTEMBER 2016	325774	10/18/16	7,290.00
COMMERCIAL AQUATIC SERVICE INC	PURCHASE OF CHEMICAL POOL SUPPLIES / PW	325775	10/18/16	1,763.36
COX COMMUNICATIONS	COX DATA SERVICES FOR FY17	325776	10/18/16	70.75
DALEY & HEFT LLP	LIABILITY CLAIM COSTS	325777	10/18/16	2,339.39
DELTA DENTAL	DENTAL INS PREMIER / OCT 2016	325778	10/18/16	15,679.26
DELTA DENTAL INSURANCE CO	PMI DENTAL INS / OCT 2016	325779	10/18/16	2,872.32
DEPARTMENT OF JUSTICE	NEW HIRE BACKGROUND CHECKS	325780	10/18/16	388.00
DOCUFLOW SOLUTIONS INC	ANNUAL TW MAINTENANCE	325781	10/18/16	65.00
FEDEX	PLAZA BLVD. WIDENING PROJECT	325782	10/18/16	36.31
GARCIA, B	EDUCATION REIMBURSEMENT	325783	10/18/16	250.00
HEALTH NET	FULL NETWORK 57135A / OCT 2016	325784	10/18/16	5,334.29
HEALTH NET	INSURANCE N5992A / OCT 2016	325785	10/18/16	3,749.79
HEALTH NET	INS N5992F / OCT 2016	325786	10/18/16	651.54
HEALTH NET INC	INS R1192A / OCT 2016	325787	10/18/16	72,555.25
IAS BUILDERS	REFUND OF FEES - BLDG	325788	10/18/16	117.00
KAISER FOUNDATION HEALTH PLANS	KAISER INS ACTIVE - OCT 2016	325789	10/18/16	183,154.50
KAISER FOUNDATION HEALTH PLANS	KAISER RETIREES INS - OCT 2016	325790	10/18/16	21,209.57
KAISER FOUNDATION HEALTH PLANS	RETIREEES INS - OCT 2016	325791	10/18/16	7,572.29
KAISER FOUNDATION HEALTH PLANS	HD H S A INS - OCT 2016	325792	10/18/16	5,178.66
KONICA MINOLTA	COPIER EQUIPMENT LEASE	325793	10/18/16	8,752.04
LUTH AND TURLEY INC.	LIABILITY CLAIM COSTS	325794	10/18/16	8,691.86
MCDUGAL LOVE ECKIS	LIABILITY CLAIM COSTS	325795	10/18/16	1,953.00
MCDUGAL LOVE ECKIS	LIABILITY CLAIM COSTS	325796	10/18/16	1,238.40
MCDUGAL LOVE ECKIS	LIABILITY CLAIM COSTS	325797	10/18/16	225.77
MCDUGAL LOVE ECKIS	LIABILITY CLAIM COSTS	325798	10/18/16	35.00
CAMANO, N	REFUND OF FEES - BLDG	325799	10/18/16	167.00
NITV FEDERAL SERVICES LLC	CVSA TRADE-IN OF 2007 DELL MODELS / PD	325800	10/18/16	9,870.95
NOWDOCS INTERNATIONAL INC	W2 FORMS W/BACKER & W2 ENVELOPES	325801	10/18/16	259.01
FAMANIA, O	REFUND OF FEES - BLDG	325802	10/18/16	100.00
PRUDENTIAL OVERALL SUPPLY	MOP# 45742. LAUNDRY SERVICE/ NSD	325803	10/18/16	52.16
RIVERSIDE COUNTY SHERIFF DEPT	BACKGROUND INVESTIGATIONS TUITION	325804	10/18/16	394.00
SAFRAN MORPHOTRUST	NEW HIRE BACKGROUND CHECKS	325805	10/18/16	20.00
SAINT MARY'S CHURCH	REFUND OF FEES - FIRE	325806	10/18/16	200.00
SAN DIEGO MIRAMAR COLLEGE	TUITION: CONT PROFESSIONAL TRAINING/CAMACHO	325807	10/18/16	32.20
SASI	MONTHLY TRUST / OCT - DEC 2016	325808	10/18/16	30.00
SDG&E	STREETS DIVISION GAS & ELECTRIC CHARGES	325809	10/18/16	74,590.96
SHEPHARD, S	ADVANCE SUBSISTENCE FOR SLI- SESSION 2	325810	10/18/16	384.00
SHRED IT USA	SHREDDING SERVICES / PD	325811	10/18/16	415.10
SMART SOURCE OF CALIFORNIA LLC	MOP #63845/OFFICE SUPPLIES/HR	325812	10/18/16	197.89
SMITH, B	EDUCATION RE	325813	10/18/16	150.00

**WARRANT REGISTER #16****10/18/2016**

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHK NO</u>	<u>DATE</u>	<u>AMOUNT</u>
SOLAR CITY CORPORATION	REFUND OF FEES - BLDG	325814	10/18/16	78.00
SOUTH BAY MOTORSPORTS	R & M CITY VEHICLES AS NEEDED FOR FY	325815	10/18/16	509.49
SPRINGER, K	EDUCATIONAL REIMBURSEMENT	325816	10/18/16	59.00
STAPLES BUSINESS ADVANTAGE	MOP 45704. OFFICE SUPPLIES	325817	10/18/16	369.49
STAPLES BUSINESS ADVANTAGE	MOP 45704 POLICE OFFICE SUPPLIES	325818	10/18/16	1,321.83
STILES, J	EDUCATION REIMBURSEMENT	325819	10/18/16	250.00
SUPERIOR READY MIX	TACK OIL, 3/8 SHEET AND COLD MIX	325820	10/18/16	3,812.49
SWEETWATER AUTHORITY	FACILITIES DIVISION WATER BILL FY 2017	325821	10/18/16	8,565.20
SWEETWATER AUTHORITY	PLAZA BLVD./14TH ST. PROJECT	325822	10/18/16	121.26
THE COUNSELING TEAM	MONTHLY SERVICE FEE/THE COUNSELING TEAM	325823	10/18/16	800.00
THE LINCOLN NATIONAL LIFE INS	LIFE & AD&D, STD, LTD INS / OCT 2016	325824	10/18/16	9,701.62
TUFF PRODUCTS	LEATHER GEAR & RADIO HOLDERS / PD	325825	10/18/16	453.60
U S BANK	MONTHLY CREDIT CARD STATEMENT - SEPTEMBER	325826	10/18/16	190.00
U S HEALTHWORKS	PRE-EMPLOYMENT PHYSICAL	325827	10/18/16	175.00
UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERT FY 2017	325828	10/18/16	382.50
UNITED PARCEL SERVICE	UPS CHARGES / FINANCE	325829	10/18/16	13.00
UNITED ROTARY BRUSH CORP	STREET SWEEPER REPAIRS / PW	325830	10/18/16	1,063.12
VERIZON WIRELESS	VERIZON CELLULAR SERVICE	325831	10/18/16	714.72
VISION SERVICE PLAN	VISION SERVICE PLAN (CA) / SEPT 2016	325832	10/18/16	530.85
VISTA PAINT	MOP# 68834. PAINT SUPPLIES / NSD	325833	10/18/16	620.63
WAXIE SANITARY SUPPLY	MISCELLANEOUS JANITORIAL SUPPLIES / PW	325834	10/18/16	2,761.64
WILLY'S ELECTRONIC SUPPLY	MOP 45763 ELECTRONIC / PD	325835	10/18/16	97.41
A/P Total				477,851.43
WIRED PAYMENTS				
CITY NATIONAL BANK	LEASE PAYMENT #26 ENERGY PROJECT	695655	10/18/16	43,101.10
BANC OF AMERICA	NCJPFA LEASE REVENUE REFUNDING	721908	10/13/16	489,475.00
ARCO BUSINESS SOLUTIONS	FUEL FOR CITY FLEET SEPTEMBER 2016	730743	10/12/16	24,335.06
PAYCHEX BENEFIT TECHNOLOGIES	BENETRAC ESR SVCS BASE FEE OCT 2016	819737	10/14/16	418.00
SECTION 8 HAPS PAYMENTS	Start Date 10/12/2016	End Date 10/18/2016		9,206.16
GRAND TOTAL				<u>\$1,044,386.75</u>

Certification

IN ACCORDANCE WITH SECTION 37202, 37208, 372059 OF THE GOVERNMENT CODE, WE HEREBY CERTIFY TO THE ACCURACY OF THE DEMANDS LISTED ABOVE AND TO THE AVAILABILITY OF FUNDS FOR THE PAYMENT THEREOF AND FURTHER THAT THE ABOVE CLAIMS AND DEMANDS HAVE BEEN AUDITED AS REQUIRED BY LAW.



MARK ROBERTS, FINANCE

LESLIE DEESE, CITY MANAGER

FINANCE COMMITTEE

RONALD J. MORRISON, MAYOR-CHAIRMAN

JERRY CANO, VICE-MAYOR

ALEJANDRA SOTELO-SOLIS, MEMBER

MONA RIOS, MEMBER

ALBERT MENDIVIL, MEMBER

I HEREBY CERTIFY THAT THE FOREGOING CLAIMS AND DEMANDS WERE APPROVED AND THE CITY TREASURER IS AUTHORIZED TO ISSUE SAID WARRANTS IN PAYMENT THEREOF BY THE CITY COUNCIL ON THE 15th OF NOVEMBER, 2016.

AYES _____

NAYS _____

ABSENT _____

The following page(s) contain the backup material for Agenda Item: Resolution of the City Council of the City of National City authorizing the establishment of an appropriation in the amount of \$184,881.61 from the Fire Fighting Apparatus expenditure account within the City's Vehicle Replacement Fund and waiving the bid

CITY OF NATIONAL CITY, CALIFORNIA COUNCIL AGENDA STATEMENT

MEETING DATE: November 15, 2016

AGENDA ITEM NO. 1

ITEM TITLE:

Resolution of the City Council of the City of National City authorizing the establishment of an appropriation in the amount of \$184,881.61 from the Fire Fighting Apparatus expenditure account within the City's Vehicle Replacement Fund and waiving the bid process pursuant to National City Municipal Code Section 2.60.260 as a result of competitive bids solicited by the City of Riverside, where Firematic Manufacturing, was determined to be the lowest responsive, responsible bidder, and was awarded the bid for 2016 Ford F-550 Type #6 Patrol Pumper as part of the Squad Pilot Program for the National City Fire Department. (Fire)

PREPARED BY: Frank Parra

PHONE: 619-336-4551

DEPARTMENT:

APPROVED BY:

EXPLANATION:

See Staff Report.

FINANCIAL STATEMENT:

APPROVED: Mark Ralvito Finance

ACCOUNT NO. Ex. 644-412-125-519-0000 Fire Fighting Apparatus **APPROVED:** MIS

Ten (10) annual lease payments back to the General Fund will include both the repayment for the vehicle and the future replacement value. The payments will be included in subsequent budget years.

ENVIRONMENTAL REVIEW:

ORDINANCE: INTRODUCTION: ☐ FINAL ADOPTION: ☐

STAFF RECOMMENDATION:

Approve the resolution.

BOARD / COMMISSION RECOMMENDATION:

ATTACHMENTS:

1. Staff Report
2. Resolution 2016-145
3. Proposal for Furnishing Fire Apparatus - 2016 Ford F-550 Type #6 Patrol Pumper
4. City of Riverside Bid and Purchase Order
5. Resolution

STAFF REPORT

Squad Vehicle Purchase

Per Resolution 2016-145, the City Council authorized the development and implementation of a 1-year Squad Pilot Program designed to enhance public safety and efficiency of the National City Fire Department. The Squad Pilot Program will utilize a medium-duty response vehicle housed at a satellite station at El Toyon Park that would be staffed 24 hours a day, 7 days a week, by a two person crew. As allowed by *National City Municipal Code Section 2.60.260 - Cooperative purchasing*, the purchase of the squad vehicle can be made as a result of competitive bids solicited by the City of Riverside, where Firematic Manufacturing, was determined to be the lowest responsive, responsible bidder, and was awarded their bid for a 2016 Ford F550 Type #6 Patrol Pumper.

Firematic Manufacturing is pleased to offer the City of National City the opportunity to take advantage of this competitive bid price. The City of Riverside's specification did not include modifications required by the City of National City. Their award was made for \$145,315.00 unit price. Due to several factors such as a 3% price increase per year over the past two years, the chassis is more expensive for a 2016 than a 2014 model when the bid was first awarded, the cab needs to be painted to match the current fleet, changed the steel wheels to polished aluminum to match the current fleet, and added running boards for better ergonomics for the crew, National City's cost will be \$169,141.00 (\$184,881.61 with sales tax, performance bond, and California tire fee).

The City of Riverside's bid fully complies with *National City Municipal Code Section 2.60.260 - Cooperative purchasing*. Additional market research has been conducted to consider current pricing, other brands, other purchasing options, and it is in the City's best interest to take advantage of this opportunity.

Funding is available in the General Fund's Vehicle Replacement Fund. Ten (10) annual lease payments back to the General Fund will include both the repayment for the vehicle and the future replacement value. The payments will be included in subsequent budget years.

Accordingly, staff recommends: the establishment of an appropriation in the amount of \$184,881.61 from the City's Fire Fighting Apparatus expenditure account # 644-412-125-519-0000; waiver of the bid process as allowed by *National City Municipal Code Section 2.60.260*; and authorization to purchase a 2016 Ford F-550 Type #6 Patrol Pumper from Firematic Manufacturing for the National City Fire Department.

2.60.260 - Cooperative purchasing.

The purchasing agent shall have authority to join with other public jurisdictions to take advantage of cooperative purchasing opportunities, including but not limited to any federal, state or local agency pricing program or structure that is determined by the purchasing agent to allow a procurement that is in the best interests of the city. The purchasing agent may buy directly from a vendor at a price established through competitive bidding by another public agency whose procedures have been determined by the purchasing agent to be in substantial compliance with the city's procurement procedures, irrespective of the contracting limits of that jurisdiction or agency, even if the city had not initially joined with that public agency in the cooperative purchase.

(Ord. 2262 § 1 (part), 2005)

RESOLUTION NO. 2016 – 145

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NATIONAL CITY
AUTHORIZING THE DEVELOPMENT AND IMPLEMENTATION OF
A ONE-YEAR SQUAD PILOT PROGRAM DESIGNED TO ENHANCE
PUBLIC SAFETY AND THE EFFICIENCY OF THE FIRE DEPARTMENT,
AND TO EVALUATE THE EFFECTIVENESS OF AN ALTERNATIVE
SERVICE DELIVERY MODEL

WHEREAS, In 2009, the City of National City retained the services of Citygate Associates, LLC, to conduct a Fire Service Standards of Response Coverage Deployment Study to provide recommendations for emergency service delivery improvements; and

WHEREAS, one of the primary findings of this study identified a coverage gap in the northeast section of National City and recommended adding a 3rd Fire Station to this affected area; and

WHEREAS, emergency services are currently provided to these residents by National City Fire Department and by units from the City of San Diego Fire Rescue Department, which are amongst the busiest in their Department and cannot be relied upon to be available when needed, resulting in extended response times for our residents; and

WHEREAS, in 2015, National City's average response times for medical emergencies to the affected neighborhoods in the northeast section of the city exceeded the national standard specified in National Fire Protection Association Code and Standards; and

WHEREAS, with the cooperation of the National City Firefighters' Association (NCCFA), staff developed the concept of a one-year Squad Pilot Program, which is a proven service delivery model nationwide currently implemented throughout California where the Program has shown a noticeable decrease in response times, thereby improving overall service delivery; and

WHEREAS, the Squad Pilot Program will consist of a medium-duty response vehicle housed at a satellite station within the northeast section of National City that would be staffed twenty-four hours a day, seven days a week, by a two person crew; and

WHEREAS, this unit will be designed to provide advanced life support, limited fire suppression, incident command, and ancillary support functions during larger emergencies providing an enhanced response capability to aid the residents of National City.

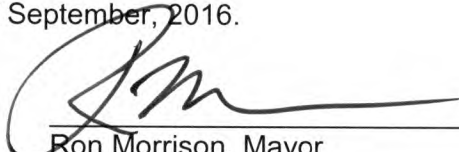
NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of National City hereby authorizes the development and execution of a Squad Pilot Program designed to enhance public safety and the efficiency of the National City Fire Department by implementing and evaluating the effectiveness of an alternate service delivery model, including the following:

- A. Completion of the meet and confer process through which the specific terms of the one year pilot and evaluation of said pilot will be negotiated.
- B. Development and issuance of all necessary bid documents including but not limited to site preparation, and structure and vehicle purchases.

C. The appropriation of funds for:

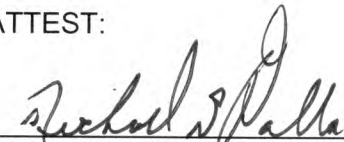
1. Facility: Lease a mobile home (\$250,000 inclusive of site improvements)
2. Vehicle: Purchase a medium duty truck (\$163,435)
3. Staffing: Restructuring the Fire Department staffing to support a Squad by the use of fund balance (\$150,000)
4. Furnishings: Purchase necessary furnishings for a Squad response station by the use of fund balance (\$14,000)
5. Equipment: Purchase necessary equipment for a Squad through a public safety grant (\$25,000)

PASSED and ADOPTED this 20th day of September, 2016.



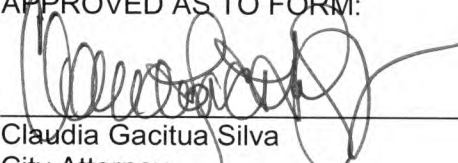
Ron Morrison, Mayor

ATTEST:



Michael R. Dalla, City Clerk

APPROVED AS TO FORM:



Claudia Gacitua Silva
City Attorney

Passed and adopted by the Council of the City of National City, California, on September 20, 2016 by the following vote, to-wit:

Ayes: Councilmembers Cano, Mendivil, Morrison, Rios.

Nays: None.

Absent: Councilmember Sotelo-Solis.

Abstain: None.

AUTHENTICATED BY: RON MORRISON
Mayor of the City of National City, California



Michael A. Pelt
City Clerk of the City of National City, California

By: _____
Deputy

I HEREBY CERTIFY that the above and foregoing is a full, true and correct copy of RESOLUTION NO. 2016-145 of the City of National City, California, passed and adopted by the Council of said City on September 20, 2016.

City Clerk of the City of National City, California

By: _____
Deputy

PROPOSAL FOR FURNISHING FIRE APPARATUS

October 15, 2016

National City Fire Department

343 E 16th Street
National City, CA. 91950

The undersigned is prepared to manufacture for you, upon an order being placed by you, for final acceptance by Firematic Manufacturing, at its corporate office in East Yaphank, New York, the apparatus and equipment herein named and for the following prices:

	Each	Extension
One (1) FIREMATIC 2016 Ford F550 Type #6 Patrol Pumper as per enclosed as per the enclosed purchase contract from Riverside City Fire Department	\$ 145,315.00	\$ 145,315.00
Changes to Customer Specifications	\$ 23,826.00	\$ 23,826.00
Customers price after changes per specification	\$ 169,141.00	\$ 169,141.00
Sales Tax @ 9.000%	\$ 15,222.69	\$ 15,222.69
Performance Bond	\$ 507.42	\$ 507.42
California Tire Fee	\$ 10.50	\$ 10.50
TOTAL PURCHASE PRICE	\$ 184,881.61	\$ 184,881.61

PLEASE NOTE THE FOLLOWING ABOUT THIS QUOTATION:

Payment options are available and are included under separate cover. One of these options may save your department a significant amount of money!

Said apparatus and equipment are to be built and shipped in accordance with the specifications hereto attached, delays due to strikes, war or international conflict, failures to obtain chassis, materials, or other causes beyond our control not preventing, within about **180** **CALENDAR DAYS** after receipt of this order and the acceptance thereof at our office in E. Yaphank, New York, and to be delivered to you at **National City CA.**

The specifications herein contained shall form a part of the final contract and are subject to changes desired by the purchaser, provided such alterations are interlined prior to the acceptance by the company of the order to purchase, and provided such alterations do not materially affect the cost of the construction of the apparatus.

The proposal for fire apparatus conforms with all Federal Department of Transportation (DOT) rules and regulations in effect at the time of bid, and with all National Fire Protection Association (NFPA) guidelines for Automotive Fire Apparatus as published at time of bid, except as modified by customer specifications. Any increased costs incurred by the first party because of future changes in or additions to said DOT or NFPA standards will be passed along to the customer as an addition to the price set forth above. Unless accepted within 30 days from date, the right is reserved to withdraw this proposition.

Respectfully Submitted,

Firematic Manufacturing

Tim Olley
Sales Representative



CITY OF RIVERSIDE
FINANCE DEPARTMENT, PURCHASING DIVISION

REQUEST FOR BIDS

BID NO. 7302

DUE: Before 11:00 A.M. on

DATE: JAN. 6, 2015

FORD F550 CHASIS RESCUE SQUAD

(ELECTRONIC BID)

**BID BOND OR CASHIERS CHECK
IS NOT REQUIRED WITH THIS BID**

IN ORDER FOR BID PROPOSALS TO BE CONSIDERED FOR AWARD, BIDDER'S NAME MUST APPEAR IN THE "PROSPECTIVE BIDDERS' LIST" ON LINE. (See the City of Riverside Website for more information regarding the Active Bidder on-line bidder's list.)

BIDS NOT SUBMITTED PRIOR TO THE HOUR INDICATED WILL BE REJECTED

Proposals not received in the automated system **prior to the hour and the date** set forth in the Notice Inviting Bids, shall be declared late and will be rejected. The bidder shall have sole responsibility for its timely electronic entry.

BID No. 7302
CITY OF RIVERSIDE
NOTICE INVITING BIDS

PFORD F550 CHASIS RESCUE SQUAD

(ELECTRONIC BID)

Bid Due: JANUARY 6, 2015 Before 11:00 am

Bidding: Enter electronically your proposals *prior* to the hour indicated. Do not fax or mail your bid. Bid results will be available for on-line viewing soon thereafter.

NOTE: If not already registered, vendors must register at the following website in order to download plans, specifications, and prospective bidders' list and to receive addendums and notifications when issued. **In order for bid proposals to be considered for award, bidder's name must appear in the on-line "Prospective Bidders' List.** <http://www.activebidder.com>

Bid prices shall be firm for 60 days from date of proposal opening to permit staff evaluation and Council award. Upon award, prices quoted will be in effect for the period of the repairs.

The City Council reserves the right to waive any irregularities or informalities and further reserves the right to reject any or all bids.

ART TORRES, C.P.M.
Purchasing Services Manager
December 16, 2014

CITY OF RIVERSIDE
FINANCE/PURCHASING DIVISION
3900 Main Street, Riverside, CA 92522
INSTRUCTIONS AND CONDITIONS

IMPORTANT
**IN ORDER FOR BID PROPOSALS TO
BE CONSIDERED FOR AWARD,
BIDDER'S NAME MUST APPEAR IN
THE "PROSPECTIVE BIDDERS' LIST"
ON LINE.**

**BIDS NOT RECEIVED BY THE HOUR
INDICATED WILL BE REJECTED.**

RFP No: 7302
Due: January 6, 2015
Hour: Before 11:00 am
Project Desc: FORD F550 CHASIS RESCUE SQUAD

1. Bids may be rejected unless prices are submitted electronically for the exact item(s) in the Bid specifications. Failure to enter legitimate prices, or any prices, may be cause for Bid rejection.
2. The City of Riverside, Purchasing Division, will not be required to honor any explanation or change in the bid documents unless an electronic addendum has been issued. Any exceptions taken by the bidder must be explained in a letter which is submitted as an attachment to the bid.
3. Prices must be clearly printed. Corrections may be made, and must be initialed by the person submitting the bid. Bids must identify the Vendor name, responsible officer or employee.
4. Submission of a bid shall be evidence that the Vendor is ready to perform the requirements in the bid, and that the City account can be established without credit applications or other similar documents. The City's terms are NET/30 days, payments are made by Electronic Funds Transfer.
5. If for any reason you do not wish to bid on these specifications, you may enter a "No-Bid" and please state your reason for not bidding at this time.
6. The City Council of The City of Riverside reserves the right to reject any and all proposals and to waive any informality related thereto. The City also reserves the right to reject the bid of a bidder who was recently cancelled from, or failed to satisfactorily perform, a contract of a similar nature.
7. It is the intention of the City to make an award based on the information in the bid. However, the City reserves the right to increase or decrease quantities, or remove items before the award, to remain within the limitations of approved funds. The apparent low Bidder will be notified if such adjustments are deemed necessary.
8. You may call us at (951) 826-5561 for bid results, or you can access our Web Site at www.riversideca.gov to view the bid results. However, the City may take a few days after the opening to complete our tabulations and confirm the bid award.
9. Minor exceptions might be waived, but each exception must be indicated clearly in a letter submitted as an attachment to the bid.
10. Prices quoted by the Bidder shall be **exclusive of Federal Excise taxes** pursuant to exemption of political subdivisions of a State by Federal Law.
11. Prices quoted by the Bidder shall mean total cost to the City, F.O.B. delivered to Riverside.
12. The City of Riverside City Council has adopted a local 5% bid preference for those bidders whose business location is located within City limits. This preference may be applied during the evaluation of the bid responses.

ART TORRES, C.P.M.
Purchasing Services Manager

**** CITY OF RIVERSIDE TRANSMISSION COVER SHEET ****

To: SOUTH COAST FIRE EQUIPMENT
AHAULDREN@riversideca.gov

Date: 11/25/14

From: Art Torres

Fax ID: RPEG0002

Subject: PO # 152652_141125

Please acknowledge PO # 152652 and the terms and conditions by signing the bottom of the following purchase order and fax or email it back to the City of Riverside.

Fax (951) 826-2368 or Email: purchaseorders@riversideca.gov

Thank You

Art Torres



This cover letter has been automatically delivered to you from,
the City of Riverside, Ca. Purchasing Department

CHANGE ORDER # 1



City of Riverside

FINANCE DEPARTMENT - PURCHASING DIVISION
3900 MAIN STREET, CITY HALL
RIVERSIDE, CA 92522
951-828-5581
FAX 951-828-5878

City of Arts & Innovation

PURCHASE ORDER NO.

152652

TO RECEIVE PROPER PAYMENT THE ABOVE PO NUMBER MUST APPEAR ON
ALL INVOICES, BILLS OF LADING, PACKAGES, CORRESPONDENCE, ETC.

DATE: 11/20/14

BUYER: Art Torres

VENDOR: SOUTH COAST FIRE EQUIPMENT
2020 S. BAKER AVE
ONTARIO, CA 91761

SHIP & BILL TO: CITY OF RIVERSIDE
FIRE - ADMINISTRATION
3401 UNIVERSITY AVE
RIVERSIDE, CA 92501

ATTN: B/C TONY PERNA

Req. #	Vendor #	Ship Via	Freight Terms	FOB
R097534	0014046			
Purch Loc	Source of Quote	Confirmed To	Payment Terms	Del Date
S35000	RFP 1472		30	

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
		C/O TO CORRECT VENDOR ADDRESS		
1	EA	PIERCE FORD F450 TYPE #6 PATROL PUMPER, AS PER ENCLOSED PROPOSAL FOR DELIVERY SUM, WHICH INCLUDES OPTION PACKAGE. THE VEHICLE SHOULD MEET THE SPECIFICATIONS OF THE CITY OF RIVERSIDE FIRE DEPARTMENT, ON THE PROVIDED LIST OF SPECIFICATIONS.	145,315.00	145,315.00
1	EA	CALIFORNIA TIRE FEE	10.50	10.50
1	EA	PERFORMANCE BOND	435.95	435.95
		Tax		11,625.20
		BID DATE 10/07/14 CITY COUNCIL APPROVAL 10/28/14		
9885500 462100 9885500885 46210000			157,386.65	
			TOTAL	157,386.65

CITY MANAGER (IF REQUIRED)	FINANCE DIRECTOR (IF REQUIRED)	PURCHASING SERVICES MANAGER
BY	BY	BY
VENDOR ACKNOWLEDGMENT	RECEIVED (IN FULL OR AS NOTED)	APPROVED FOR PAYMENT
DATE	DATE	DATE
BY <i>Kim M. Shull</i>	BY	BY
11/25/14		

VENDOR - COPY



City of Riverside
Purchasing Division
3800 Main Street
Riverside, CA 92522
951.826.6561 Telephone
951.826.6878 Fax

**TERMS AND CONDITIONS FOR PURCHASE ORDERS
(FOR GOODS, COMMODITIES, AND SERVICES)**

1. **PURCHASE OF GOODS & SERVICES.** City agrees to purchase, and Vendor agrees to sell, the goods ("Goods") and to provide the services related to the installation or delivery of such goods ("Services") set forth in (i) the City's Notice Inviting Bids or other written solicitation of bids by the Purchasing Agent ("City's Bid Documents") and (ii) Vendor's Bid in response thereto ("Vendor's Bid"). The City's Bid Documents and the Vendor's Bid shall be referred to collectively as the "Bid Documents." The Goods shall be in compliance with all of the standards and specifications set forth in the Bid Documents, and the Services shall be provided in a manner consistent with that level of care and skill ordinarily exercised by members in the same profession, practicing in the same locality under similar conditions. In the event of any conflict, the order of precedent shall be as follows: (i) specifications set forth in this Purchase Order; (ii) City's Bid Documents; and (iii) Vendor's Bid. There shall be no substitution of Goods or Services, without the prior written authorization of the Purchasing Agent.
2. **DELIVERY DATE.** The Goods must be shipped and must arrive at the destination specified on the Purchase Order as "Ship/Bill To" and Services must be provided by the Vendor by the request date specified therein ("Required Delivery Date"). Any failure by the Vendor to meet the Required Delivery Date will constitute a material default of this Purchase Order and the City may cancel any Goods not delivered in a timely manner without liability. The Vendor must notify the City immediately if the Vendor reasonably believes the Vendor will not be able to meet the Required Delivery Date for any reason and provide the City with a schedule that the Vendor reasonably believes it will be able to meet. It is within the City's discretion whether it will accept the revised schedule.
3. **PURCHASE PRICE.** The purchase price for the Goods and Services shall be the amount set forth in this Purchase Order. Vendor represents that the prices quoted to or paid by the City will not exceed current prices charged to any other customer by the Vendor on the Execution Date for items that are the same or substantially similar to the Goods, taking into consideration the quantity under consideration, and the Vendor will forthwith refund any amounts paid by the City in excess of the price.
4. **CANCELLATION.** The City reserves the right to cancel any portion of this Purchase Order at any time prior to the delivery of Goods and Services.
5. **DELIVERY RISK OF LOSS.** All orders will be F.O.B. destination if not otherwise specified. Risk of loss or damage to the Goods must remain with the Vendor until the Goods have been delivered to and accepted by the City. All Goods and Services will be received by the City subject to its right of inspection, rejection, and revocation of acceptance under the Uniform Commercial Code. The City will be allowed a reasonable period of time to inspect the Goods and Services and to notify Vendor of any nonconformance with the terms and conditions of the specifications. The City may reject any Goods and Services that do not conform to the terms and conditions of this Bid Documents. Any Goods and Services rejected may be returned to the Vendor at the Vendor's risk and expense.
6. **INVOICES.** An invoice must be mailed to the City at the address specified in the Purchase Order as "Bill To" no later than the 5th day after shipment is made. Individual invoices must be issued for each shipment against each Purchase Order. Invoices must contain the Purchase Order number, description of Goods and Services, unit price, quantities billed, extended totals, and applicable taxes as set forth Section 9 of this Purchase Order.
7. **PACKING AND SHIPPING.** Deliveries must be made as specified, without charge, for boxing, crating or storage unless otherwise specified. Goods must be suitably packed to secure lowest transportation costs and, in accordance with the requirements of common carriers, in a manner to assure against damage from weather or transportation. The City's order numbers and symbols must be plainly marked on all invoices, packages and shipping orders. Packing lists specifying the quantity, description, and Purchase Order Number must accompany each box or packing shipment. The City's count or weight will be final and conclusive on shipments not accompanied by packing lists. Shipments for two or more destinations when so directed by the City will be shipped in separate boxes or containers for each destination, at no charge.

8. **PUBLIC WORKS.** Public Works shall be performed in accordance with the provisions of the 2006 Standard Specifications for Public Works Construction, or as it may be amended by subsequent editions.

9. **TAXES.** The Vendor must separately state on all invoices any taxes imposed by the local, state or federal state government applicable to furnishing of Goods and Services; provided, however, where a tax exemption is available, the tax must be subtracted from the total price and identified. Unless otherwise set forth in the Purchase Order, the purchase price will be considered to include state and city sales or use tax.

10. **WARRANTY.** The Vendor warrants that all Goods will conform to applicable specifications, drawings, description, and samples, and will be merchantable, of good workmanship in material, and free from defect. Unless manufactured pursuant to detailed design furnished by the City, the Vendor assumes design responsibility and warrants the Goods to be free from design defect and suitable for the purposes intended by the City, and that such Goods if installed by the Vendor shall conform to applicable specifications. The Vendor's warranties, together with its service guarantees, must run to the City and its customers or users of the Goods and Services and must *not* be deemed exclusive. The City's inspection, approval, acceptance, use of, and payment for all or any part of the Goods and Services must in no way affect its warranty rights whether or not a breach of warranty had become evident in time.

11. **CHANGES.** The City has the right, by written notice, to change the quantity or specifications of the Goods and Services ordered and the terms of shipment or packaging of Goods. Upon receipt of any notice, the Vendor will proceed promptly to make the changes in accordance with the terms of the notice. If any change causes an increase or decrease in the cost or performance or in the time required for performance, an equitable adjustment must be negotiated promptly and the contract modified in writing accordingly. The Vendor must deliver to the City as promptly as possible, and in any event within 30 days after receipt of change notice, a statement showing the effect of any change in the delivery dates and prices; the statement must be supplemented within 30 days by detailed specification of the amount of the price adjustment and supporting cost figures. The Vendor's failure to submit the statements within the time limits stated will constitute its consent to perform the change without increase in price, without claim for material rendered obsolete and without change in delivery schedules.

12. **BUSINESS LICENSE.** The Vendor must obtain a City business license, unless the Vendor qualifies for an exemption.

13. **INDEMNITY.** Except as to the sole negligence, active negligence or willful misconduct of the City, Vendor shall indemnify and hold the City, and its employees, officers, managers, agents and council members, harmless from any and all loss, damage, claim for damage, liability, expense or cost, including attorneys' fees, which arises out of, or is related to, or is in any manner connected with the Goods and Services provided pursuant this Purchase Order and/or the performance of work, activities, operations or duties of Vendor, or anyone employed by or working under Vendor, and from all claims by anyone employed by or working under Vendor for services rendered to Vendor in the performance of this Agreement, notwithstanding that the City may have benefited from their services. This indemnification provision shall apply to any acts or omissions, willful misconduct or negligent conduct, whether active or passive, on the part of Vendor or of anyone employed by or working under Vendor.

The parties expressly agree that any payment, attorneys' fees, costs or expense that the City incurs or makes to or on behalf of an injured employee under the City's self-administered workers' compensation is included as a loss, expense or cost for the purposes of this Section, and that this Section shall survive the expiration or early termination of the Agreement.

14. **DUTY TO DEFEND.** Vendor agrees, at its cost and expense, to promptly defend the City and the City's employees, officers, managers, agents and council members (collectively the "Parties to be defended") from and against any and all claims, allegations, lawsuits or other legal proceedings which arise out of, or are related to, or are in any manner connected with: (i) the Goods and Services provided pursuant this Purchase Order; (ii) allegations that the Goods are defective in manufacture or design; (iii) any patent related to the Goods and (iv) the work, activities, operations, or duties of Vendor, or of anyone employed by or working under the Vendor, or (2) any breach of this Agreement by Vendor. This duty to defend shall apply whether or not such claims, allegations, lawsuits or proceedings have merit or are meritless, or which involve claims or allegations that any of the Parties to be defended were actively, passively or concurrently negligent, or which otherwise assert that the parties to be defended are responsible, in whole or in part, for any loss, damage or injury. Vendor agrees to provide this defense immediately upon written notice from the City, and with well qualified, adequately insured and experienced legal counsel acceptable to the City.



City of Riverside
Purchasing Division
3900 Main Street
Riverside, CA 92522
951.826.5561 Telephone
951.826.5878 Fax

15. **INTERPRETATION.** The terms of this Purchase Order should be construed in accordance with the meaning of the language used and should not be construed for or against either party by reason of the authorship of this Purchase Order or any other rule of construction that might otherwise apply.

16. **GOVERNING LAW; JURISDICTION.** This Purchase Order shall be construed in accordance with and governed by the laws of the State of California. The purchase of Goods shall take place in Riverside, California. For any dispute arising from this Purchase Order, the parties consent to jurisdiction and venue in either Riverside Superior Court or the United States District Court for the Central District of California.

17. **NONTRANSFERABILITY.** The Vendor may not transfer or assign this Purchase Order, without the prior written approval of the Purchasing Agent, which may be withheld in his/her sole discretion.

18. **DISCOUNTS.** The date used as the basis for discount calculation shall be computed from the date of receipt of invoice, Goods and Services, whichever is later.

19. **COMPLIANCE WITH APPLICABLE LAW.** Vendor agrees to comply with all applicable federal, state and local law in connection with the performance of this Purchase Order, including the payment of prevailing wage when required.

20. **INTEGRATION; AMENDMENT.** This Purchase Order represents the entire understanding of the City and the Vendor as to those matters contained herein. No prior oral or written understanding will be of any force or effect with respect to the terms of this Purchase Order. The Purchase Order may not be modified except by Change Order or Addendum to Purchase Order.

21. **INSURANCE.** Subject to the discretion of the Purchasing Services Manager, Vendor may be required to provide, prior to the performance of Services required by this Purchase Order, the following minimum levels of insurance set forth in Exhibit 1, which is attached hereto and incorporated herein by reference.

EXHIBIT 1 TO TERMS AND CONDITIONS OF PURCHASE ORDERS FOR GOODS AND SERVICES

Prior to commencing work, the Vendor shall procure and maintain at Vendor's own cost and expense for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work or services hereunder by the Vendor, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in Vendor's bid.

Without in any way affecting the Indemnity provided, the Vendor shall secure before commencement of the work and throughout the contract the following types and amounts of insurance:

A. Minimum Limits of Insurance.

Vendor shall obtain insurance of the types and in the amounts described below:

- 1) **Commercial General Liability Insurance**
Vendor shall maintain commercial general liability (CGL) with a limit of not less than \$1,000,000 each occurrence/\$2,000,000 in the annual aggregate.
- 2) **Business Auto Liability Insurance**
Vendor shall maintain business auto liability with a limit of not less than \$1,000,000 each accident.
- 3) **Workers' Compensation and Employer's Liability Insurance**
Vendor shall maintain workers' compensation insurance as required by the State of California and Employer's Liability Insurance in the amount of \$1,000,000 per accident for bodily injury or disease.

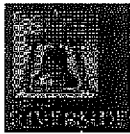
B. Minimum Scope of Insurance.

- 1) CGL insurance shall be written on Insurance Services Office form CG 00 01 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and explosion, collapse and underground hazards.
- 2) Business Auto Insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). Coverage shall be written on Insurance Services Office form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

C. **Deductibles and Self-Insured Retentions.** Any deductibles or self-insured retentions must be declared to and approved by the City of Riverside. At the option of the City of Riverside, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City of Riverside, its officers, officials, employees, or volunteers; or the Vendor shall provide a financial guarantee satisfactory to the City of Riverside guaranteeing payment of losses and related investigation, claim administration and defense expenses.

D. Other Insurance Provisions.

- (1) **General Liability and Vehicle Liability Coverages Only:**
 - (a) City of Riverside, its officers, officials, employees, and volunteers are to be covered as additional insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of the Vendor; and with respect to liability arising out of work or operations performed by or on behalf of the Vendor including materials, parts or equipment furnished in connection with such work or operations. Under the CGL policy, using the Insurance Services Office additional insured endorsement form CG 20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. City and other additional insureds mentioned in this paragraph shall not, by reason of their inclusion as additional insureds, become liable for any payment of premiums to carriers for such coverage.
 - (b) For any claims related to this project, the Vendor's insurance coverage shall be primary as respects the City of Riverside, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City of Riverside, its officers, officials, employees, or volunteers shall be excess of the Vendor's insurance and shall not contribute with it.
- (2) **Workers' Compensation and Employer's Liability Coverages.**
The insurer shall agree to waive all rights of subrogation against the City of Riverside, its officers, officials, employees, and volunteers for losses arising from activities and operations of Vendor in the performance of services under the contract.
- (3) **All Coverages:**
 - (a) Each insurance required by this clause shall be endorsed to state that coverage shall not be canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City as set forth in the notice requirement of this Agreement.
 - (b) If Vendor, for any reason, fails to maintain insurance coverage which is required pursuant to this Contract, the same shall be deemed a material breach of contract. City, at its sole option, may terminate this Contract and obtain damages from the Vendor resulting from said breach. Alternatively, City may purchase such coverage (but has no special obligation to do so), and without further notice to the Vendor, City may deduct from sums due to the Vendor any premium costs advanced by the City for such insurance.



City of Riverside
Purchasing Division
3800 Main Street
Riverside, CA 92522
951.828.6581 Telephone
951.828.5978 Fax

- E. Acceptability of Insurers.
Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:7 unless otherwise approved by the City's Risk Manager.
- F. Verification of Coverage.
Vendor shall furnish the City of Riverside with original certificates and amendatory endorsements affecting coverage required by this section. The certificates and endorsements for each policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The certificates and endorsements should be on forms provided by the City of Riverside or on other than the City of Riverside's forms, provided those forms and endorsements conform to the requirements. All certificates and endorsements are to be received and approved by the City of Riverside before work commences. The City of Riverside reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.
- G. Subcontractors.
Vendor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

RESOLUTION NO. 2016 –

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NATIONAL CITY
AUTHORIZING THE CITY TO PIGGYBACK CITY OF RIVERSIDE BID NO. 7302
WITH FIREMATIC MANUFACTURING AND AWARDED THE PURCHASE OF
ONE 2016 FORD F-550 TYPE NO. 6 PATROL PUMPER TO FIREMATIC
MANUFACTURING IN THE AMOUNT OF \$184,881.61 FOR THE NATIONAL CITY
FIRE DEPARTMENT'S SQUAD PILOT PROGRAM, CONSISTENT WITH
NATIONAL CITY MUNICIPAL CODE SECTION 2.60.260 REGARDING COOPERATIVE
PURCHASING, AND AUTHORIZING AN APPROPRIATION IN THE AMOUNT
OF \$184,881.61 FROM THE GENERAL FUND FUND BALANCE TO THE FIRE
FIGHTING APPARATUS EXPENDITURE ACCOUNT FOR THE PURCHASE

WHEREAS, on September 20, 2016, the City Council adopted Resolution 2016-145 authorizing the development and implementation of a 1-year Squad Pilot Program designed to enhance public safety and the efficiency of the National City Fire Department; and

WHEREAS, the National City Fire Department desires to purchase a 2016 Ford F-550 Type No. 6 Patrol Pumper for the Squad Pilot Program that will be housed at a satellite station at El Toyon Park that will be staffed 24 hours a day, 7 days a week, by a two person crew; and

WHEREAS, there is an opportunity to piggyback City of Riverside Bid No. 7302 with the Firematic Manufacturing to allow for the purchase of a 2016 Ford F-550 Type No. 6 Patrol Pumper for \$184,881.61; and

WHEREAS, Section 2.60.260 of the National City Municipal Code provides that the City may buy directly from a vendor at a price established through competitive bidding by another public agency whose procedures have been determined to be in substantial compliance with the City's procurement procedures, and such a determination has been made in this case. It is therefore recommended that the purchase be made without complying with the competitive bidding procedure set forth in the Municipal Code; and

WHEREAS, an appropriation in the amount of \$184,881.61 from the General Fund fund balance to the Fire Fighting Apparatus in the City's Vehicle Replacement Fund is necessary for this purchase; and

WHEREAS, ten (10) annual lease payments back to the General Fund will include both the repayment for the vehicle and the future replacement value, and will be included in subsequent budget years.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of National City hereby affirms the purchasing agent's determination that the City of Riverside's procurement procedures are in substantial compliance with National City's procurement procedures and with Section 2.60.260 of the National City Municipal Code, and authorizes the waiver of the bidding process.

BE IT FURTHER RESOLVED that the City Council hereby authorizes the City, consistent with Section 2.60.260, to cooperatively purchase 2016 Ford F-550 Type No. 6 Patrol Pumper for the National City Fire Department from Firematic Manufacturing in the amount of \$184,881.61, based on City of Riverside Bid No. 7032.

BE IT FURTHER RESOLVED that the City Council hereby authorizes an appropriation in the amount of \$184,881.61 from the General Fund fund balance to the Fire Fighting Apparatus in the City's Vehicle Replacement Fund for the purchase of the 2016 Ford F-550 Type No. 6 Patrol Pumper.

PASSED and ADOPTED this 15th day of November, 2016.

Ron Morrison, Mayor

ATTEST:

Michael R. Dalla, City Clerk

APPROVED AS TO FORM:

George H. Eiser, III
Interim City Attorney

The following page(s) contain the backup material for Agenda Item: Temporary Use Permit – Honor Ride San Diego sponsored by Ride 2 Recovery on December 3, 2016 from 8:00 a.m. to 2:00 p.m. with no waiver of fees. (Neighborhood Services)

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: November 15, 2016

AGENDA ITEM NO. |

ITEM TITLE:

Temporary Use Permit – Honor Ride San Diego sponsored by Ride 2 Recovery on December 3, 2016 from 8:00 a.m. to 2:00 p.m. with no waiver of fees.

PREPARED BY: |Dionisia Trejo|

DEPARTMENT: Neighborhood Services Department

PHONE: |619-336-4255|

APPROVED BY: 

EXPLANATION:

This is a request from the non-profit organization Ride 2 Recovery to conduct the "Honor Ride San Diego" through San Diego County on December 3, 2016. This will be the 1st Annual Honor Ride San Diego cycling event where active service members, injured veterans and the general public all get to ride together. The ride starts/finishes at the Waterfront Park in San Diego with sections of the course ride within National City.

OUTBOUND – The course begins at Waterfront Park at 7:30 a.m. heading south towards Pacific Highway and the harbor district. This bicycle ride will enter the City of National City at approximately 8:00 a.m. on Civic Center Drive, then proceeding south on Tidelands Avenue, turning left onto W 32nd Street entering on the Bayshore Bikeway on which riders will use until reaching Chula Vista jurisdiction. The bike ride will then continue through Chula Vista for approximately 5 miles; then loops back towards the Bayshore Bikeway through National City using the same route leading to a finish at Waterfront Park. Event course is mapped and listed.

NOTE: This is the first year this organization has requested a Temporary Use Permit to conduct the Honor Ride San Diego through National City.

FINANCIAL STATEMENT:

APPROVED: _____ **Finance**

ACCOUNT NO. |

APPROVED: _____ **MIS**

|City fee of \$237.00 for processing the TUP through various City departments.

|Total fees: \$237.00 |

ENVIRONMENTAL REVIEW:

|N/A|

ORDINANCE: INTRODUCTION: ☐ FINAL ADOPTION: ☐

STAFF RECOMMENDATION:

Approve the Application for a Temporary Use Permit subject to compliance with all conditions of approval.

BOARD / COMMISSION RECOMMENDATION:

|N/A|

ATTACHMENTS:

Application for a Temporary Use Permit with recommended approvals and conditions of approval.



City of National City ■ Neighborhood Services Department
1243 National City Boulevard ■ National City, CA 91950
(619) 336-4364 ■ fax (619) 336-4217
www.nationalcityca.gov

Special Event Application

Type of Event

- ☐ Fair/Festival ☐ Parade/March ☐ Walk or Run ☐ Concert/Performance
☐ TUP ☒ Sporting Event ☐ Other (specify) _____

Event Name & Location

Event Title Honor Ride San Diego

Event Location (list all sites being requested) Various streets (map and route sheet attached)

Event Times

Set-Up Starts
Date N/A Time _____ Day of Week _____

Event Starts
Date 12/3/16 Time 8:00 am Day of Week Saturday

Event Ends
Date 12/3/16 Time 2:00 pm Day of Week Saturday

Breakdown Ends
Date N/A Time _____ Day of Week _____



Applicant Information

Applicant (Your name) Jack Shepard Sponsoring Organization Ride 2 Recovery

Event Coordinator (if different from applicant) _____

Mailing Address 23679 Calabasas Rd # 420 Calabasas, CA 91302

Day Phone 845-532-3477 After Hours Phone 845-532-3477 Cell 845-532-3477 Fax _____

Public Information Phone _____ E-mail jacks@ride2recovery.com

Applicant agrees to investigate, defend, indemnify and hold harmless the City, its officers, employees and agents from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges, expense (including attorney's fees) and causes of action of any character which the City, its officers, employees and agents may incur, sustain or be subjected to on account of loss or damage to property or the loss of use thereof and for bodily injury to or death of any persons (including but not limited to the employees, subcontractors, agents and invitees of each party hereto) arising out of or in any way connected to the occupancy, enjoyment and use of any City premises under this agreement to the extent permitted by law.

Applicant understands this TUP/special event may implicate fees for City services, which will have to be paid in the City's Finance Department 48 hours prior to the event set-up. The undersigned also understands and accepts the City's refund policy for application processing and facility use and that fees and charges are adjusted annually and are subject to change.

Signature of Applicant:  Date 10/17/16

Special Event Application (continued)

Please complete the following sections with as much detail as possible since fees and requirements are based on the information you provide us.

Fees/Proceeds/Reporting

Is your organization a "Tax Exempt, nonprofit" organization? Yes ☒ No ☐

Are admission, entry, vendor or participant fees required? Yes ☐ No ☒

If YES, please explain the purpose and provide amount (\$):

\$ 40,000.00 Estimated Gross Receipts including ticket, product and sponsorship sales from this event.

\$ 20,000.00 Estimated Expenses for this event.

\$ 20,000.00 What is the projected amount of revenue that the Nonprofit Organization will receive as a result of this event?

Description of Event

☒ First time event ☐ Returning Event ☒ include site map with application

Note that this description may be published in our City Public Special Events Calendar:

Bicycle ride to benefit injured Veterans starting/finishing at Waterfront Park in San Diego, CA. Cyclists can choose
from 20, 40, or 60 mile routes. Ride is followed by lunch and a festive atmosphere. Many recovering Veterans will be in
attendance. Provides the public with an opportunity to meet, ride with, and show support for the men and women who
served our country.

Estimated Attendance

Anticipated # of Participants: 300 Anticipated # of Spectators: 50

Traffic Control, Security, First Aid and Accessibility

Requesting to close street(s) to vehicular traffic? Yes ☐ No ☒

List any streets requiring closure as a result of the event (provide map): _____

Date and time of street closure: _____ Date and time of street reopening: _____

☒ Other (explain) Cyclists will be spread out and will follow the rules of the road

Requesting to post "no parking" notices? Yes ☐ No ☒

☐ Requested "No Parking" on city streets and/or parking lots (list streets/parking lots) (provide map): _____

☐ Other (explain) _____

Security and Crowd Control

Depending on the number of participants, your event may require Police services.

Please describe your procedures for both Crowd Control and Internal Security: _____

Non-competitive bicycle ride - security not required

Have you hired Professional Security to handle security arrangements for this event?

Yes ☐ No ☒ If YES, name and address of Security Organization _____

Security Director (Name): _____ Phone: _____

If using the services of a professional security firm AND the event will occur on City property, please provide a copy of its insurance certificate, evidencing liability with limits of at least \$1 Million dollars per occurrence/\$2 Million dollars aggregate, as well as and additional insured endorsement naming the City of National City, its officers, employees, and agents as additional insureds. Evidence of insurance must be provided by the vendor or its insurer to the City's Risk Manager for review and approval prior to the event.

Is this a night event? Yes ☐ No ☒ If YES, please state how the event and surrounding area will be illuminated to ensure safety of the participants and spectators: _____

First Aid

Depending on the number of participants, your event may require specific First Aid services.

First aid station to be staffed by event staff? Yes ☐ No ☒ First aid/CPR certified? Yes ☐ No ☐

☐ First aid station to be staffed by professional company. ► Company _____

Accessibility

Please describe your Accessibility Plan for access at your event by individuals with disabilities:

N/A

Elements of your Event

Setting up a stage? Yes ☐ No ☒

☐ Requesting City's PA system

☐ Requesting City Stage; if yes, which size? ☐ Dimensions (13x28) ☐ Dimensions (20x28)

☐ Applicant providing own stage ► _____ (Dimensions)

Setting up canopies or tents?

_____ # of canopies size _____

_____ # of tents size _____

☒ No canopies/tents being set up

Setting up tables and chairs?

☐ Furnished by Applicant or Contractor

_____ # of tables ☒ No tables being set up

_____ # of chairs ☒ No chairs being set up

☐ (For City Use Only) Sponsored Events – Does not apply to co-sponsored events

_____ # of tables ☐ No tables being set up

_____ # of chairs ☐ No chairs being set up

Contractor Name _____

Contractor Contact Information _____
Address City/State Phone Number

Setting up other equipment?

☐ Sporting Equipment (explain) _____

☐ Other (explain) _____

☒ Not setting up any equipment listed above at event

Having amplified sound and/or music? Yes ☐ No ☒

☐ PA System for announcements ☐ CD player or DJ music

☐ Live Music ▶ ☐ Small 4-5 piece live band ▶ ☐ Large 6+ piece live band

☐ Other (explain) _____

If using live music or a DJ. ▶ Contractor Name _____

▶ _____
Address City/State Phone Number

Using lighting equipment at your event? Yes ☐ No ☒

☐ Bringing in own lighting equipment

☐ Using professional lighting company ▶ Company Name _____

Address City/State Phone Number

Using electrical power? Yes ☐ No ☒

☐ Using on-site electricity ☐ For sound and/or lighting ☐ For food and/or refrigeration

☐ Bringing in generator(s) ☐ For sound and/or lighting ☐ For food and/or refrigeration

Vendor Information

PLEASE NOTE: You may be required to apply for a temporary health permit if food or beverages are sold or given away during your special event. Also see 'Permits and Compliance' on page 8 in the Special Event Guide. For additional information on obtaining a temporary health permit, please contact the County of San Diego Environmental Health at (619) 338-2363.

Having food and non-alcoholic beverages at your event? Yes ☐ No ☒

☐ Vendors preparing food on-site ▶ # _____ ▶ Business License # _____

If yes, please describe how food will be served and/or prepared: _____

If you intend to cook food in the event area please specify the method:

☐ GAS ☐ ELECTRIC ☐ CHARCOAL ☐ OTHER (Specify): _____

☐ Vendors bringing pre-packaged food ▶ # _____ ▶ Business License # _____

☐ Vendors bringing bottled, non-alcoholic beverages (i.e., bottled water, can soda, etc.) ▶ # _____

☐ Vendors selling food # _____ ▶ Business License #(s) _____

☐ Vendors selling merchandise # _____ ▶ Business License #(s) _____

- ☐ Food/beverages to be handled by organization; no outside vendors
- ☐ Vendors selling services # _____ ▶ Business License #(s) _____
- ▶ Explain services _____
- ☐ Vendors passing out information only (no business license needed) # _____
- ▶ Explain type(s) of information _____
- ☒ No selling or informational vendors at event

Having children activities? Yes ☐ No ☒

PLEASE NOTE: In the event inflatable jumps are provided at the event, The City of National City requires commercial liability insurance with limits of at least \$1 Million dollars per occurrence/\$2 Million dollars aggregate. In addition, the City of National City must be named as an Additional Insured pursuant to a separate endorsement, which shall be provided by the vendor or its insurer to the City's Risk Manager, along with the Certificate of Insurance, for approval prior to the event. The application should be filed out at least one week prior to the event. There is a \$25 fee to process the permit application. For questions or to obtain a copy of the "Facility Use Application", please contact the Engineering/Public Works Department at (619) 336-4580.

- ☐ Inflatable bouncer house # _____ ☐ Rock climbing wall Height _____
- ☐ Inflatable bouncer slide # _____ ☐ Arts & crafts (i.e., craft making, face painting, etc.)
- ☐ Other _____

Having fireworks or aerial display? Yes ☐ No ☒

- ☐ Vendor name and license # _____
- Dimensions _____ Duration _____
- Number of shells _____ Max. size _____

PLEASE NOTE: In the event fireworks or another aerial display is planned for your event, The City of National City requires commercial liability insurance with limits of at least \$2 Million dollars per occurrence/\$4 Million dollars aggregate. In addition, the City of National City must be named as an Additional Insured pursuant to a separate endorsement, which shall be provided by the vendor or its insurer to the City's Risk Manager, along with the Certificate of Insurance, for approval prior to the event. Depending on the size and/or nature of the fireworks display, the City reserves the right to request higher liability limits. The vendor must also obtain a fireworks permit from the National City Fire Department and the cost is \$502.00.

Arranging for media coverage? Yes ☐ No ☒

- ☐ Yes, but media will not require special set-up
- ☐ Yes, media will require special set-up. Describe _____

Event Signage

PLEASE NOTE For City sponsored or co-sponsored events, banners publicizing the event may be placed on the existing poles on the 1800 block and 3100 block of National City Boulevard. The banners must be made to the City's specifications. Please refer to the City's Special Event Guidebook and Fee Schedule for additional information.

Are you planning to have signage at your event? Yes ☐ No ☒

☐ Yes, we will post signage # _____ Dimensions _____

☐ Yes, having inflatable signage # _____ ► (complete Inflatable Signage Request form)

☐ Yes, we will have banners # _____

☐ What will signs/banners say? _____

☐ How will signs/banners be anchored or mounted? _____

Waste Management

PLEASE NOTE One toilet for every 250 people is required, unless the applicant can show that there are sufficient facilities in the immediate area available to the public during the event.

Are you planning to provide portable restrooms at the event? Yes ☐ No ☒

If yes, please identify the following:

► Total number of portable toilets: _____

► Total number of ADA accessible portable toilets: _____

☐ Contracting with portable toilet vendor. ► _____

► Load-in Day & Time _____ Company _____ Phone _____
► Load-out Day & Time _____

☐ Portable toilets to be serviced. ► Time _____

Set-up, Breakdown, Clean-up

Setting up the day before the event?

☐ Yes, will set up the day before the event. ► # of set-up day(s) _____

☒ No, set-up will occur on the event day

Requesting vehicle access onto the turf?

☐ Yes, requesting access onto turf for set-up and breakdown (complete attached Vehicle Access Request form)

☒ No, vehicles will load/unload from nearby street or parking lot.

NPDES-Litter Fence

- ☐ City to install litter fence
- ☐ Applicant to install litter fence
- ☒ N/A

Breaking down set-up the day after the event?

- ☐ Yes, breakdown will be the day after the event. ► # of breakdown day(s) _____
- ☒ No, breakdown will occur on the event day.

How are you handling clean-up?

- ☐ Using City crews
- ☐ Using volunteer clean-up crew during and after event.
- ☐ Using professional cleaning company during and after event.

Miscellaneous

Please list anything important about your event not already asked on this application:

The National City portion of our event will simply be bikes riding through in small groups.

**Please make a copy of this application for your records.
We do not provide copies.**



Special Events

Pre-Event Storm Water Compliance Checklist

I. Special Event Information

Name of Special Event:	Honor Ride San Diego		
Event Address:	Various streets	Expected # of Attendees:	300
Event Host/Coordinator:	Jack Shepard	Phone Number:	845-532-3477

II. Storm Water Best Management Practices (BMPs) Review

	YES	NO	N/A
Will enough trash cans provided for the event? Provide number of trash bins: _____			X
Will enough recycling bins provided for the event? Provide number of recycle bins: _____			X
Will all portable toilets have secondary containment trays? (exceptions for ADA compliant portable toilets)			X
Do all storm drains have screens to temporarily protect trash and debris from entering?			X
Are spill cleanup kits readily available at designated spots?			X

* A Post-Event Storm Water Compliance Checklist will be completed by City Staff.

City of National City

PUBLIC PROPERTY USE HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

Persons requesting use of City property, facilities or personnel are required to provide a minimum of \$1,000,000 combined single limit insurance for bodily injury and property damage which includes the City, its officials, agents and employees named as additional insured and to sign the Hold Harmless Agreement. Certificate of insurance must be attached to this permit. The insurance company issuing the insurance policy must have a A.M. Best's Guide Rating of A:VII and that the insurance company is a California admitted company; if not, then the insurance policy to the issuance of the permit for the event. The Certificate Holder must reflect:

City of National City
Risk Management Department
1243 National City Boulevard
National City, CA 91950

Organization: Ride 2 Recovery

Person in Charge of Activity: Jack Shepard

Address: 23679 Calabasas Rd # 420 Calabasas, CA 91302

Telephone: 845-532-3477 Date(s) of Use: 12/3/16

HOLD HARMLESS AGREEMENT

As a condition of the issuance of a temporary use permit to conduct its activities on public or private property, the undersigned hereby agree(s) to defend, indemnify and hold harmless the City of National City and the Parking Authority and its officers, employees and agents from and against any and all claims, demands, costs, losses, liability or, for any personal injury, death or property damage, or both, or any litigation and other liability, including attorneys fees and the costs of litigation, arising out of or related to the use of public property or the activity taken under the permit by the permittee or its agents, employees or contractors.

Signature of Applicant: 

Official Title: Operations Director Date: 10/17/16

For Office Use Only

Certificate of Insurance Approved Date



USACYCL-01

MRODRIGUEZ

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/17/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Fairly Consulting Group, LLC 1800 S. Washington, Suite 400 Amarillo, TX 79102	CONTACT NAME: Fairly Group Certificates	
	PHONE (A/C, No, Ext): (806) 376-4761	FAX (A/C, No): (806) 337-1859
	E-MAIL ADDRESS: certs@fairlygroup.com	
INSURED USA Cycling, Inc. 210 USA Cycling Point, Suite 100 Colorado Springs, CO 80919	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Lexington Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: EVENT		015375404	12/31/2015	12/31/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Job 2016-1324

Endorsement NAMEDINSD (02/94) NAMED INSURED AMENDMENT: Event Organizers and/or Promoters are Named Insureds. It shall be a condition of coverage that all organizers/promoters for whom coverage is afforded under this policy execute a USAC Event Permit Application and coverage will be afforded only for the specific event and date on the permit.

The General Liability policy includes a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is a written contract between a named insured and the certificate holder that requires such status. Please see attached endorsement LX4309
SEE ATTACHED ACORD 101

CERTIFICATE HOLDER

CANCELLATION

City of National City, its officials, agents, and employees
1243 National City Blvd
National City, CA 91950

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



ADDITIONAL REMARKS SCHEDULE

AGENCY Fairly Consulting Group, LLC		NAMED INSURED USA Cycling, Inc. 210 USA Cycling Point, Suite 100 Colorado Springs, CO 80919
POLICY NUMBER SEE PAGE 1		
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:
(06/14) - Additional Insured - Designated Person or Organization.

Event Number: 2016-1324
Event Name: Honor Ride San Diego
Event Location: San Diego, CA
Event Date(s): 12/03/2016

ENDORSEMENT # 006

This endorsement, effective 12:01 AM 12/31/2015

Forms a part of policy no.: 015375404

Issued to: USA CYCLING, INC.

By: LEXINGTON INSURANCE COMPANY

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

(Based on CG2026 04/13)

This endorsement modifies insurance provided by the following:

COMMERCIAL GENERAL LIABILITY POLICY

SCHEDULE

Name of Additional Insured Person(s) or Organization(s)

AS REQUIRED BY WRITTEN CONTRACT

Information required to complete this Schedule, if not shown above, will be shown in the Declarations

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations

All other terms and conditions of the policy remain the same.



Authorized Representative

LX4309 (06/14)	Includes Copyrighted Information of the Insurance Services Offices, Inc., with its permission. All Rights Reserved.	Page 2 of 2
----------------	--	-------------

Num	Dist	Prev	Type	Note	Next
1.	0.0	0.0	■	Start of route	0.0
2.	0.0	0.0	→	R onto Pacific Hwy	0.9
3.	1.0	0.9	←	L onto W Harbor Dr	4.6
4.	5.6	4.6	→	R onto Civic Center Dr	0.2
5.	5.8	0.2	↑	Continue onto Tidelands Ave	1.2
6.	6.9	1.2	←	L onto W 32nd St	0.2
7.	7.1	0.2	←	Slight L onto Marina Way	0.0
8.	7.1	0.0	→	R toward Bayshore Bikeway	0.3
9.	7.4	0.3	↑	Continue onto Bayshore Bikeway	0.1
10.	7.5	0.1	←	L to stay on Bayshore Bikeway	0.9

7.5 miles. +84/-90 feet

Num	Dist	Prev	Type	Note	Next
22.	14.4	0.2	←	L onto E Harbor Dr	5.6
23.	20.0	5.6	■	End of route	0.0

5.8 miles. +59/-57 feet

Num	Dist	Prev	Type	Note	Next
11.	8.4	0.9	←	L onto Gunpowder Point Dr	0.0
12.	8.4	0.0	→	R onto Bay Blvd	1.4
13.	9.8	1.4	←	L onto Marina Pkwy	0.7
14.	10.5	0.7	→	R onto H St	0.3
15.	10.8	0.3	←	L onto Bay Blvd	0.8
16.	11.6	0.8	←	L onto Gunpowder Point Dr	0.0
17.	11.6	0.0	→	R onto Bayshore Bikeway	0.9
18.	12.5	0.9	→	R to stay on Bayshore Bikeway	0.4
19.	12.9	0.4	←	L onto W 32nd St	0.2
20.	13.1	0.2	→	R onto Tidelands Ave	1.2
21.	14.2	1.2	↑	Continue onto Civic Center Dr	0.2

6.8 miles. +87/-97 feet





Num	Dist	Prev	Type	Note	Next
1.	0.0	0.0	➡	Start of route	0.0
2.	0.0	0.0	→	R onto Pacific Hwy	0.1
3.	0.2	0.1	→	R toward N Harbor Dr	0.2
4.	0.4	0.2	→	R onto W Ash St	0.6
5.	1.0	0.6	←	L onto W Harbor Dr	4.6
6.	5.6	4.6	→	R onto Civic Center Dr	0.2
7.	5.8	0.2	↑	Continue onto Tidelands Ave	1.2
8.	6.9	1.2	←	L onto W 32nd St	0.2
9.	7.1	0.2	←	Slight L onto Marina Way	0.0
10.	7.1	0.0	→	R toward Bayshore Bikeway	0.3
11.	7.4	0.3	↑	Continue onto Bayshore Bikeway	0.1

7.4 miles. +84/-82 feet

Num	Dist	Prev	Type	Note	Next
23.	18.8	3.5	→	R onto Wueste Rd	0.8
24.	19.6	0.8	←	L onto Lake Crest Dr	0.1
25.	19.7	0.1	→	Slight R onto Olympic Pkwy	0.1
26.	19.8	0.1	←	REST STOP - US Olympic Training Center	0.0
27.	19.9	0.0	←	L onto Gold Medal Way	6.2
28.	26.1	6.2	←	L onto Brandywine Ave	1.0
29.	27.0	1.0	→	R onto Main St	1.3
30.	28.3	1.3	→	R onto Hilltop Dr	0.4
31.	28.7	0.4	←	L onto Orange Ave	1.6
32.	30.3	1.6	←	L onto Palomar St	0.9
33.	31.1	0.9	→	R onto Bay Blvd	0.5
34.	31.6	0.5	←	L	2.1

16.3 miles. +530/-1032 feet

Num	Dist	Prev	Type	Note	Next
12.	7.5	0.1	↑	Continue straight	2.2
13.	9.7	2.2	←	L toward Plaza Bonita Rd	0.1
14.	9.7	0.1	←	L onto Plaza Bonita Rd	0.3
15.	10.0	0.3	→	R onto Sweetwater Rd	1.0
16.	11.0	1.0	→	R onto Valley Vista Way	0.1
17.	11.1	0.1	←	REST STOP - Valley Vista Elementary School	0.3
18.	11.4	0.3	→	R onto Sweetwater Rd	0.1
19.	11.4	0.1	↑	Continue onto Willow St	0.2
20.	11.7	0.2	←	L onto Bonita Rd	0.6
21.	12.3	0.6	→	R onto Otay Lakes Rd	3.0
22.	15.3	3.0	←	L to stay on Otay Lakes Rd	3.5

7.9 miles. +604/-194 feet

Num	Dist	Prev	Type	Note	Next
35.	33.7	2.1	←	L onto Gunpowder Point Dr	0.0
36.	33.7	0.0	→	R onto Bayshore Bikeway	0.9
37.	34.6	0.9	→	R to stay on Bayshore Bikeway	0.4
38.	35.0	0.4	←	L onto W 32nd St	0.2
39.	35.2	0.2	→	R onto Tidelands Ave	1.2
40.	36.3	1.2	↑	Continue onto Civic Center Dr	0.2
41.	36.5	0.2	←	L onto E Harbor Dr	5.6
42.	42.1	5.6	➡	End of route	0.0

10.5 miles. +97/-105 feet



Num	Dist	Prev	Type	Note	Next
1.	0.0	0.0	→	Start of route	0.1
2.	0.1	0.1	→	R onto Pacific Hwy	0.9
3.	1.0	0.9	←	L onto W Harbor Dr	4.6
4.	5.6	4.6	→	R onto Civic Center Dr	0.2
5.	5.8	0.2	↑	Continue onto Tidelands Ave	1.2
6.	6.9	1.2	←	L onto W 32nd St	0.2
7.	7.1	0.2	←	Slight L onto Marina Way	0.0
8.	7.1	0.0	→	R toward Bayshore Bikeway	0.3
9.	7.4	0.3	↑	Continue onto Bayshore Bikeway	0.1
10.	7.5	0.1	↑	Continue straight	2.2
11.	9.7	2.2	←	L toward Plaza Bonita Rd	0.1

9.7 miles. +137/-120 feet

Num	Dist	Prev	Type	Note	Next
22.	15.8	0.4	→	R onto Jamacha Blvd	4.5
23.	20.3	4.5	→	R onto Campo Rd	0.5
24.	20.8	0.5	→	R to stay on Campo Rd	4.6
25.	25.4	4.6	→	REST STOP - Jamul Veterinary Hospital	5.2
26.	30.7	5.2	→	R onto Otay Lakes Rd	8.8
27.	39.4	8.8	←	L onto Wueste Rd	0.8
28.	40.3	0.8	←	L onto Lake Crest Dr	0.1
29.	40.3	0.1	→	Slight R onto Olympic Pkwy	0.2
30.	40.5	0.2	←	REST STOP - US Olympic Training Center	0.0
31.	40.5	0.0	←	L onto Gold Medal Way	6.2

25.1 miles. +1557/-1235 feet

Num	Dist	Prev	Type	Note	Next
12.	9.7	0.1	←	L onto Plaza Bonita Rd	0.3
13.	10.0	0.3	→	R onto Sweetwater Rd	1.0
14.	11.0	1.0	→	R onto Valley Vista Way	0.1
15.	11.1	0.1	←	REST STOP - Valley Vista Elementary School	0.3
16.	11.4	0.3	→	R onto Sweetwater Rd	0.1
17.	11.5	0.1	←	L to stay on Sweetwater Rd	1.3
18.	12.8	1.3	←	Slight L to stay on Sweetwater Rd	1.6
19.	14.4	1.6	→	Slight R onto Quarry Rd	0.2
20.	14.6	0.2	→	Quarry Rd turns R and becomes Quarry Trail	0.8
21.	15.4	0.8	↑	Continue onto Quarry Rd	0.4

5.7 miles. +397/-191 feet

Num	Dist	Prev	Type	Note	Next
32.	46.7	6.2	←	L onto Brandywine Ave	1.0
33.	47.6	1.0	→	R onto Main St	1.3
34.	48.9	1.3	→	R onto Hilltop Dr	0.4
35.	49.3	0.4	←	L onto Orange Ave	1.6
36.	50.9	1.6	←	L onto Palomar St	0.9
37.	51.7	0.9	→	R onto Bay Blvd	0.4
38.	52.1	0.4	←	L	2.2
39.	54.3	2.2	←	L onto Gunpowder Point Dr	0.0
40.	54.3	0.0	→	R onto Bayshore Bikeway	0.9
41.	55.2	0.9	→	R to stay on Bayshore Bikeway	0.4
42.	55.6	0.4	←	L onto W 32nd St	0.2
43.	55.8	0.2	→	R onto Tidelands Ave	1.2

15.3 miles. +221/-428 feet

Num	Dist	Prev	Type	Note	Next
44.	56.9	1.2	↑	Continue onto Civic Center Dr	0.2
45.	57.1	0.2	←	L onto E Harbor Dr	5.6
46.	62.7	5.6	▢	End of route	0.0

6.9 miles. +60/-59 feet

**CITY OF NATIONAL CITY
NEIGHBORHOOD SERVICES DEPARTMENT
APPLICATION FOR A TEMPORARY USE PERMIT
RECOMMENDATIONS AND CONDITIONS**

SPONSORING ORGANIZATION: Ride 2 Recovery

EVENT: Honor Ride San Diego

DATE OF EVENT: December 3, 2016

TIME OF EVENT: 8:00am to 2:00pm

APPROVALS:

DEVELOPMENT SERVICES	YES []	NO [x]	SEE CONDITIONS []
RISK MANAGER	YES [x]	NO []	SEE CONDITIONS [x]
PUBLIC WORKS	YES []	NO [x]	SEE CONDITIONS []
FINANCE	YES [x]	NO []	SEE CONDITIONS [x]
FIRE	YES [x]	NO []	SEE CONDITIONS [x]
POLICE	YES []	NO [x]	SEE CONDITIONS []
CITY ATTORNEY	YES [x]	NO []	SEE CONDITIONS [x]
COMMUNITY SERVICES	YES [x]	NO []	SEE CONDITIONS [x]

CONDITIONS OF APPROVAL:

FINANCE

Ride 2 Recovery will need to apply for a business license and submit it with proof of "non-profit" status.

CITY ATTORNEY

Requires indemnity agreement and certificate of liability insurance approved by the Risk Manager.

COMMUNITY SERVICES

The Community Services Department has no involvement; however, we would notify the National City Aquatic Center to avoid any scheduling conflicts.

FIRE (619) 336-4550

No fees for this event

Stipulations required by the Fire Department for this event are as follows:

- 1) Maintain Fire Department access at all times. Emergency services access shall be given to all emergency apparatus upon approach
- 2) Access for Fire Department shall be maintained at all times. At no time shall fire lanes, fire hydrants, fire protection systems of all types etc. be obstructed at any time. A minimum of 20 feet wide shall be maintained for the use of fire lanes
- 3) First Aid will be provided by organization

RISK MANAGER (619) 336-4370

I have reviewed the above captioned request for the issuance of a Temporary Use Permit. All the insurance requirements were met and the following documents were provided with the Temporary Use Permit application:

- A valid copy of the Certificate of Liability Insurance
- The insurance policy has a combined single limit of no less than \$1,000,000.00 (ONE MILLION DOLLARS) for each occurrence and \$3,000,000.00 (THREE MILLION DOLLARS) in aggregate that would cover the date and location of the event.
- The insurance company issuing the insurance policy has an A.M. Best's Guide Rating of A: VII and that the insurance company is a California admitted company.
- The applicant has properly executed the hold harmless and indemnification agreement.
- The Certificate Holder must reflect the following:
City of National City
c/o Risk Manager
1243 National City Boulevard
National City, CA. 91950-4397
- Name, address and contact information for the broker providing this insurance policy has been provided.

The following page(s) contain the backup material for Agenda Item: Temporary Use Permit – A Kimball Christmas hosted by the Community Services Division from December 15, 2016 thru December 18, 2016 from 5 p.m. to 8 p.m. at Kimball Park. This is a City sponsored event under Policy No. 804. (Neighborhood Services)

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: November 15, 2016

AGENDA ITEM NO. |

ITEM TITLE:

Temporary Use Permit – A Kimball Christmas hosted by the Community Services Division from December 15, 2016 thru December 18, 2016 from 5 p.m. to 8 p.m. at Kimball Park. This is a City sponsored event under Policy No. 804.

PREPARED BY: Dionisia Trejo

DEPARTMENT: Neighborhood Services Department

PHONE: (619) 336-4255

APPROVED BY: 

EXPLANATION:

This is a request from the Community Services Division to conduct A Kimball Christmas event at Kimball Park from Thursday December 15, 2016 thru Sunday December 18, 2016.

On Thursday, December 15, 2016 the main event will occur from 5 p.m. to 8 p.m. This event will include the tree lighting ceremony, photos with Santa Claus, local community vendors, a food court area, children's activities, and musical / dance performances. There will also be an ice skating rink from December 15, 2016 thru December 18, 2016. The ice skating rink hours are as follows: December 15th from 5 p.m. to 10 p.m. and December 16th through December 18th from 4 p.m. to 10 p.m.

NOTE: This event is formerly known as Christmas on Brick Row.

FINANCIAL STATEMENT:

APPROVED: _____ **Finance**

ACCOUNT NO. |

APPROVED: _____ **MIS**

City fee of \$237.00 for processing the TUP through various City departments, \$1,013.65 for Public Works and \$579.28 for Police.

Total fees: \$ 1,829.93

ENVIRONMENTAL REVIEW:

N/A

ORDINANCE: **INTRODUCTION:** ☐ **FINAL ADOPTION:** ☐

STAFF RECOMMENDATION:

Approve the Application for a Temporary Use Permit subject to compliance with all conditions of approval. This is a City sponsored event under Policy No. 804. |

BOARD / COMMISSION RECOMMENDATION:

N/A

ATTACHMENTS:

Application for a Temporary Use Permit with recommended approvals and conditions of approval. |



City of National City ■ Neighborhood Services Department
1243 National City Boulevard ■ National City, CA 91950
(619) 336-4364 ■ fax (619) 336-4217
www.nationalcityca.gov

Special Event Application

Type of Event

- ☐ Fair/Festival ☐ Parade/March ☐ Walk or Run ☐ Concert/Performance
☐ TUP ☐ Sporting Event ☒ Other (specify) Community Event

Event Name & Location

Event Title A Kimball Christmas (formerly known as Christmas on Brick Row)

Event Location (list all sites being requested) Kimball Park

Event Times

Set-Up Starts
Date 12/15/16 Time 8am Day of Week Thursday

Event Starts
Date 12/15/16 Time 5pm Day of Week Thursday

Event Ends
Date 12/18/16 Time 10pm Day of Week Sunday

Breakdown Ends
Date 12/19/16 Time 12pm Day of Week Monday

On Thursday, the main event will occur from 5-8pm and ice skating will occur from 5-10pm. On Friday, Saturday, and Sunday ice skating will occur from 4-10pm.

Applicant Information

Applicant (Your name) Audrey Denham Sponsoring Organization City of National City

Event Coordinator (if different from applicant) Audrey Denham

Mailing Address 140 E 12th Street National City, CA 91950

Day Phone 619-336-4243 After Hours Phone NA Cell 619-857-8352 Fax

Public Information Phone 619-336-4290 E-mail adenham@nationalcityca.gov

Applicant agrees to investigate, defend, indemnify and hold harmless the City, its officers, employees and agents from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges, expense (including attorney's fees) and causes of action of any character which the City, its officers, employees and agents may incur, sustain or be subjected to on account of loss or damage to property or the loss of use thereof and for bodily injury to or death of any persons (including but not limited to the employees, subcontractors, agents and invitees of each party hereto) arising out of or in any way connected to the occupancy, enjoyment and use of any City premises under this agreement to the extent permitted by law.

Applicant understands this TUP/special event may implicate fees for City services, which will have to be paid in the City's Finance Department 48 hours prior to the event set-up. The undersigned also understands and accepts the City's refund policy for application processing and facility use and that fees and charges are adjusted annually and are subject to change.

Signature of Applicant: Audrey Denham Date 11/7/16

Special Event Application (continued)

Please complete the following sections with as much detail as possible since fees and requirements are based on the information you provide us.

Fees/Proceeds/Reporting

Is your organization a "Tax Exempt, nonprofit" organization? Yes ☒ No ☐

Are admission, entry, vendor or participant fees required? Yes ☐ No ☒

If YES, please explain the purpose and provide amount (s):

\$ NA Estimated Gross Receipts including ticket, product and sponsorship sales from this event.

\$ NA Estimated Expenses for this event.

\$ NA What is the projected amount of revenue that the Nonprofit Organization will receive as a result of this event?

Description of Event

☐ First time event ☒ Returning Event ☐ Include site map with application

Note that this description may be published in our City Public Special Events Calendar:

The main event (Thursday, 12/15/16) will have community performances and a DJ on the city stage, a tree lighting ceremony, Santa photos, children's activities, local community vendors, food and holiday vendors, food court and ice skating. The ice skating rink will be open for 4 days from Thursday, 12/15/16 to Sunday 12/18/16.

Estimated Attendance

Anticipated # of Participants: 2,000 Anticipated # of Spectators: NA

Traffic Control, Security, First Aid and Accessibility

Requesting to close street(s) to vehicular traffic? Yes ☐ No ☒

List any streets requiring closure as a result of the event (provide map): NA

Date and time of street closure: NA Date and time of street reopening: NA

☐ Other (explain) NA

Requesting to post "no parking" notices? Yes ☐ No ☒

☐ Requested "No Parking" on city streets and/or parking lots (list streets/parking lots) (provide map):
NA

☐ Other (explain) _____

Security and Crowd Control

Depending on the number of participants, your event may require Police services.

Please describe your procedures for both Crowd Control and Internal Security: _____

NCPD will be on site for the main event on Thursday.

Have you hired Professional Security to handle security arrangements for this event?

Yes ☒ No ☐ If YES, name and address of Security Organization TBD(after hours rink security

Security Director (Name): TBD Phone: TBD

If using the services of a professional security firm AND the event will occur on City property, please provide a copy of its insurance certificate, evidencing liability with limits of at least \$1 Million dollars per occurrence/\$2 Million dollars aggregate, as well as an additional insured endorsement naming the City of National City, its officers, employees, and agents as additional insureds. Evidence of insurance must be provided by the vendor or its insurer to the City's Risk Manager for review and approval prior to the event.

Is this a night event? Yes ☒ No ☐ If YES, please state how the event and surrounding area will be illuminated to ensure safety of the participants and spectators: Existing park lighting, decorative holiday lighting, stage lighting, and lighting for booths.

First Aid

Depending on the number of participants, your event may require specific First Aid services.

First aid station to be staffed by event staff? Yes ☒ No ☐ First aid/CPR certified? Yes ☒ No ☐

☐ First aid station to be staffed by professional company. ► Company NA

The staff
working the
event will be
first aid
certified.

Accessibility

Please describe your Accessibility Plan for access at your event by individuals with disabilities:

Handicap accessible parking, paths, and bathrooms currently exist in the park.

Elements of your Event

Setting up a stage? Yes ☒ No ☐

☒ Requesting City's PA system

☒ Requesting City Stage; if yes, which size? ☒ Dimensions (13x28) ☐ Dimensions (20x28)

☐ Applicant providing own stage ► _____ (Dimensions)

Setting up canopies or tents?

12 # of canopies size 10x10

_____ # of tents size _____

☐ No canopies/tents being set up

Setting up tables and chairs?

☐ Furnished by Applicant or Contractor

_____ # of tables ☐ No tables being set up

_____ # of chairs ☐ No chairs being set up

☒ (For City Use Only) Sponsored Events – Does not apply to co-sponsored events

20 # of tables ☐ No tables being set up

100 # of chairs ☐ No chairs being set up

Contractor Name _____

Contractor Contact Information _____
Address City/State Phone Number

Setting up other equipment?

☐ Sporting Equipment (explain) _____

☐ Other (explain) _____

☐ Not setting up any equipment listed above at event

Having amplified sound and/or music? Yes ☒ No ☐

☒ PA System for announcements ☒ CD player or DJ music

☒ Live Music ▶ ☐ Small 4-5 piece live band ▶ ☒ Large 6+ piece live band

☐ Other (explain) _____

If using live music or a DJ. ▶ Contractor Name TBD

▶ _____
Address City/State Phone Number

Using lighting equipment at your event? Yes ☒ No ☐

☒ Bringing in own lighting equipment

☐ Using professional lighting company ▶ **Company Name** _____

Address City/State Phone Number

Using electrical power? Yes ☒ No ☐

☐ Using on-site electricity ☐ For sound and/or lighting ☐ For food and/or refrigeration

☒ Bringing in generator(s) ☒ For sound and/or lighting ☒ For food and/or refrigeration

Vendor Information

PLEASE NOTE: You may be required to apply for a temporary health permit if food or beverages are sold or given away during your special event. Also see 'Permits and Compliance' on page 8 in the Special Event Guide. For additional information on obtaining a temporary health permit, please contact the County of San Diego Environmental Health at (619) 338-2363.

Having food and non-alcoholic beverages at your event? Yes ☐ No ☒

☒ Vendors preparing food on-site ▶ # 6 ▶ **Business License #** TBD

If yes, please describe how food will be served and/or prepared: TBD

If you intend to cook food in the event area please specify the method:
☐ GAS ☐ ELECTRIC ☐ CHARCOAL ☒ OTHER (Specify): various methods

☐ Vendors bringing pre-packaged food ▶ # _____ ▶ **Business License #** _____

☐ Vendors bringing bottled, non-alcoholic beverages (i.e., bottled water, can soda, etc.) ▶ # _____

☐ Vendors selling food # _____ ▶ **Business License #(s)** _____

☐ Vendors selling merchandise # _____ ▶ **Business License #(s)** _____

- ☐ Food/beverages to be handled by organization; no outside vendors
- ☐ Vendors selling services # _____ ▶ Business License #(s) _____
- ▶ Explain services _____
- ☒ Vendors passing out information only (no business license needed) # ⁸ _____
- ▶ Explain type(s) of information community based organizations
- ☐ No selling or informational vendors at event

Having children activities? Yes ☒ No ☐

PLEASE NOTE: In the event inflatable jumps are provided at the event, The City of National City requires commercial liability insurance with limits of at least \$1 Million dollars per occurrence/\$2 Million dollars aggregate. In addition, the City of National City must be named as an Additional Insured pursuant to a separate endorsement, which shall be provided by the vendor or its insurer to the City's Risk Manager, along with the Certificate of Insurance, for approval prior to the event. The application should be filed out at least one week prior to the event. There is a \$25 fee to process the permit application. For questions or to obtain a copy of the "Facility Use Application", please contact the Engineering/Public Works Department at (619) 336-4580.

- ☐ Inflatable bouncer house # _____ ☐ Rock climbing wall Height _____
- ☐ Inflatable bouncer slide # _____ ☒ Arts & crafts (i.e., craft making, face painting, etc.)
- ☒ Other photos with Santa, meet the snow queen

Having fireworks or aerial display? Yes ☐ No ☒

- ☐ Vendor name and license # _____
- Dimensions _____ Duration _____
- Number of shells _____ Max. size _____

PLEASE NOTE: In the event fireworks or another aerial display is planned for your event, The City of National City requires commercial liability insurance with limits of at least \$2 Million dollars per occurrence/\$4 Million dollars aggregate. In addition, the City of National City must be named as an Additional Insured pursuant to a separate endorsement, which shall be provided by the vendor or its insurer to the City's Risk Manager, along with the Certificate of Insurance, for approval prior to the event. Depending on the size and/or nature of the fireworks display, the City reserves the right to request higher liability limits. The vendor must also obtain a fireworks permit from the National City Fire Department and the cost is \$502.00.

Arranging for media coverage? Yes ☒ No ☐

- ☒ Yes, but media will not require special set-up
- ☐ Yes, media will require special set-up. Describe _____

Event Signage

PLEASE NOTE: For City sponsored or co-sponsored events, banners publicizing the event may be placed on the existing poles on the 1800 block and 3100 block of National City Boulevard. The banners must be made to the City's specifications. Please refer to the City's Special Event Guidebook and Fee Schedule for additional information.

Are you planning to have signage at your event? Yes ☐ No ☒

☐ Yes, we will post signage # _____ Dimensions _____

☐ Yes, having inflatable signage # _____ ▶ (complete Inflatable Signage Request form)

☐ Yes, we will have banners # _____

☐ What will signs/banners say? _____

☐ How will signs/banners be anchored or mounted? _____

Waste Management

PLEASE NOTE: One toilet for every 250 people is required, unless the applicant can show that there are sufficient facilities in the immediate area available to the public during the event.

Are you planning to provide portable restrooms at the event? Yes ☒ No ☐

If yes, please identify the following:

▶ Total number of portable toilets: ² _____

▶ Total number of ADA accessible portable toilets: ¹ _____

☒ Contracting with portable toilet vendor. ▶ Diamond Environmental Services

▶ Load-in Day & Time 12/15/16 ▶ Load-out Day & Time 12/19/16

Company

Phone

☒ Portable toilets to be serviced. ▶ Time morning time

Set-up, Breakdown, Clean-up

Setting up the day before the event?

☐ Yes, will set up the day before the event. ▶ # of set-up day(s) _____

☒ No, set-up will occur on the event day

Requesting vehicle access onto the turf?

☐ Yes, requesting access onto turf for set-up and breakdown (complete attached Vehicle Access Request form)

☒ No, vehicles will load/unload from nearby street or parking lot.

NPDES-Litter Fence

- ☐ City to install litter fence
- ☐ Applicant to install litter fence
- ☒ N/A

Breaking down set-up the day after the event?

- ☒ Yes, breakdown will be the day after the event. ► # of breakdown day(s) ¹ _____
- ☐ No, breakdown will occur on the event day.

How are you handling clean-up?

- ☒ Using City crews Using recreation staff that are working the event.
- ☐ Using volunteer clean-up crew during and after event.
- ☐ Using professional cleaning company during and after event.

Miscellaneous

Please list anything important about your event not already asked on this application:

**Please make a copy of this application for your records.
We do not provide copies.**



Special Events

Pre-Event Storm Water Compliance Checklist

I. Special Event Information

Name of Special Event: <u>A Kimball Christmas (formerly known as Christmas on Brick Row)</u>	
Event Address: <u>Kimball Park 12th and D Avenue</u>	Expected # of Attendees: <u>2,000</u>
Event Host/Coordinator: <u>City of National City</u>	Phone Number: <u>(619) 336-4290</u>

II. Storm Water Best Management Practices (BMPs) Review

	YES	NO	N/A
Will enough trash cans provided for the event? Provide number of trash bins: <u>10</u>	X		
Will enough recycling bins provided for the event? Provide number of recycle bins: <u>10</u>	X		
Will all portable toilets have secondary containment trays? (exceptions for ADA compliant portable toilets)	X		
Do all storm drains have screens to temporarily protect trash and debris from entering?	X		
Are spill cleanup kits readily available at designated spots?			X

* A Post-Event Storm Water Compliance Checklist will be completed by City Staff.

This map is not to scale.



**CITY OF NATIONAL CITY
NEIGHBORHOOD SERVICES DIVISION
APPLICATION FOR A TEMPORARY USE PERMIT
RECOMMENDATIONS AND CONDITIONS**

SPONSORING ORGANIZATION: Community Services Division
EVENT: A Kimball Christmas
DATE OF EVENT: December 15, 2016 to December 18, 2016
TIME OF EVENT: 5 p.m. to 8 p.m.

APPROVALS:

DEVELOPMENT SERVICES	YES [x]	NO []	SEE CONDITIONS [x]
COMMUNITY SERVICES	YES []	NO [x]	SEE CONDITIONS []
RISK MANAGER	YES []	NO [x]	SEE CONDITIONS []
PUBLIC WORKS	YES [x]	NO []	SEE CONDITIONS [x]
FINANCE	YES [x]	NO []	SEE CONDITIONS [x]
FIRE	YES [x]	NO []	SEE CONDITIONS [x]
POLICE	YES [x]	NO []	SEE CONDITIONS [x]
CITY ATTORNEY	YES []	NO [x]	SEE CONDITIONS []

CONDITIONS OF APPROVAL:

DEVELOPMENT SERVICES (619) 336-4318

PLANNING

Speakers and lights to face away from residential areas. All activities to comply with Title 12 (Noise) of the Municipal Code.

PUBLIC WORKS (619)366-4580

Parks Division

- Park Staff will set up Standard stage day of event and break down after event.
- Set up cost during regular work hours \$ 248.40
- Break down rate is on overtime \$ 372.64

The total for the stage is \$ 621.04

Facilities Division

Custodians 2@ 2hrs. OT \$ 110.12
Tables & Chairs \$ 95.00
City Electrician 5hrs OT \$187.50
Total: \$ 392.61

FINANCE

All Vendors will need a business license. All food vendors will need a Business License plus Health Permit.

POLICE

The Police Department recommends two officers for four (4) hours each on an overtime basis for this event.

Two (2) Officers at cost of \$72.41 per hour / 8 total hours.

Total cost: \$579.28

RISK MANAGER (619) 336-4370

Risk Management has reviewed the application and determined that this is an event that is sponsored by the City of National City through the Community Services Department. As such there would be no need for additional insurance for this event.

FIRE

AN INSPECTION SHALL BE DONE
PRIOR TO START OF EVENT

Stipulations required by the Fire Department for this event are as follows:

- 1) Access to Kimball Park to be maintained at all times.
- 2) Fire Department access into and through the festival areas are to be maintained at all times. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 14 feet.
- 3) Access shall be maintained to all Fire Hydrants, Fire Department Connections for Fire Sprinkler Systems, Standpipes, etc.
- 4) Participants on foot are to move immediately to the sidewalk upon approach of emergency vehicle(s).
- 5) Vehicles in roadway are to move immediately to the right upon approach of emergency vehicle(s).

- 6) Any electrical power used is to be properly grounded and approved. Extension cords shall be used as "Temporary Wiring" only.
- 7) Internal combustion power sources (generator) shall be isolated from contact with the public by either physical guards, fencing or an enclosure. Internal combustion power shall be at least 20 feet away from tents or canopies.
- 8) If tents or canopies are used, tents having an area in excess of 200 square feet and or canopies in excess of 400 square feet or multiple tents and or canopies placed together equaling or greater than the above stated areas, are to be used, they shall be flame-retardant treated with an approved State Fire Marshal seal attached. A ten feet separation distance must be maintained between tents and canopies. A permit from the Fire Department must be obtained. *Cooking shall not be permitted under tents or canopies unless the tents or canopies meet "State Fire Marshal approval for cooking."*

Canopies:

0 – 400 sf -	\$0
401 – 500 sf -	\$250.00
501 – 600 sf -	\$300.00
601 – 700 sf -	\$400.00

Tents:

0 – 200 sf -	\$200.00
201 – (+) sf -	\$400.00

- 9) If concession stands are utilized for cooking, they shall have a minimum of 10 feet of clearance on two sides or be *Certified Flame Retardant*.
- 10) All cooking booths or areas to have one 2A:10BC fire extinguisher. If grease or oil is used in cooking a 40:BC or class "K" fire extinguisher will be required. All fire extinguishers to have a current State Fire Marshal Tag attached. *Please see attached example.*
- 11) What type of cooking if any will occur with vendors at event? Hot Coal containers must be available if using charcoal.
- 12) The Skating Rink Must Have an Occupancy Load, Contact the Building Department with all dimensions. The Occupancy Load shall be posted in a visible location.
- 13) A fire safety inspection is to be conducted by the Fire Department prior to operations of the event to include all cooking areas etc.

The following page(s) contain the backup material for Agenda Item: State of California minimum wage increase. (Human Resources)

ITEM #
11-15-16

**STATE OF CALIFORNIA MINIMUM WAGE INCREASE
(HUMAN RESOURCES)**

The following page(s) contain the backup material for Agenda Item: Accounting from organizations/individuals that the City of National City contributes financially to.
(Mayor Morrison)

Item #
11-15-16

**ACCOUNTING FROM ORGANIZATIONS/INDIVIDUALS
THAT THE CITY OF NATIONAL CITY
CONTRIBUTES FINANCIALLY TO

(MAYOR MORRISON)**